

JOB DESCRIPTION
July 2020

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COORDINATOR, INTEGRATED SERVICES

General Purpose:

A Coordinator, Integrated Services is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, Integrated Services is responsible for the development and implementation of systems level behavior/wellness and student support programming for Foster, Homeless and Commercially Sexually Exploited Children (CSEC) in the Placer County Office of Education (PCOE) Education programs and Placer area schools. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Under the direction of the assigned supervisor, lead the development and implementation of behavior/wellness and student support programming.
- Oversee and provide training and coaching to assigned staff within Prevention Supports and Services.
- Coordinate and support student and systems programming using prevention and intervention logic.
- Provide supports to PCOE Programs for the prevention and intervention of the adverse consequences often related to Homelessness, Foster Care, Economically Disadvantaged, Mental Illness and Trauma.
- Manages the operation of the Foster Youth Services Grant Application.
- Coordinate county education services for foster, homeless and commercially sexually exploited youth within PCOE and County Programs.
- Assesses program goals and operation.
- Facilitates community services at district and school sites to serve selected at-risk families.
- Manages support identification of MTSS for districts and schools.
- Analyzes data related to selected at-risk youth including attendance, behavioral and academic data.
- Provides ongoing technical assistance to districts and school sites on the implementation of education code as it relates to Foster, Homeless and CSEC youth within PCOE and County Programs.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, social welfare agencies and community groups.
- Provides support to staff from Prevention Supports and Services to meet the Placer County Office of Education (PCOE) vision, mission and goals.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Master's degree in a job related area is required.

COORDINATOR, INTEGRATED SERVICES/PAGE 2

Experience:

- Experience working with interagency councils supporting foster youth.
- History of successful directing learning support experience with at-risk youth.
- History of successful interagency experience including child welfare, mental health and probation services is preferred.
- Experience in tools and strategies related to PBIS, Family Systems and MTSS.
- Experience in successful grant writing and management.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules, and regulations impacting systems servicing children and families, with an emphasis on those that are specifically related to confidentiality.
- Skills in effective oral and written communication.
- Ability to lead collaborative efforts with a variety of disciplines and agencies.
- Ability to work independently and as part of a team.
- Ability to organize large amounts of data, multiple site development, and multiple training strategies.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to oversee and guide other staff through the course of their work assignments.
- Ability to work for periods of time analyzing data and research.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Teaching Credential based on a bachelor's degree and a teacher preparation program or Pupil Personnel Services Credential.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.
- Travel will be an essential function of this position.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

COORDINATOR, INTEGRATED SERVICES/PAGE 3

- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 10

Reviewed and Approved:

Superintendent: 

Date: 5/28/2020

Human Resources: 

Date: 5/28/2020