

JOB DESCRIPTION  
May 2020

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

**COORDINATOR, PREVENTION SUPPORTS AND SERVICES**

**General Purpose:**

A Coordinator, Prevention Supports and Services is responsible to the County Superintendent and works under the direct supervision of the designated supervisor. The Coordinator, Prevention Supports and Services is responsible for the day-to-day operations of systems level implementation of behavior/wellness programming at all levels in the Placer County Office of Education (PCOE) Education programs, selected school and district sites, shelters, juvenile detention facilities and other institutions. This is a classified 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 systems programming.
- Supervise and provide training and coaching to assigned staff within Prevention Supports and Services.
- Provide program development for Prevention Supports and Services.
- Coordinate the development of grant applications and responses to request for proposals.
- Coordinate the implementation of behavior/wellness systems programming throughout Placer County and California.
- Under the direction of the assigned supervisor, supports the development of materials used in technical assistance for systems level interventions.
- Plans exploration/recruitment events and strategies to identify and ready school/community systems for participation in behavior/wellness initiatives.
- Establish and maintain technical assistance event calendar, assign staff to technical assistance event and work with partner agencies on establishing work plans.
- Facilitates community services at district and school sites to serve selected at-risk families.
- Ensures the effective deployment and use of behavior/wellness data systems including the School Wide Information System (SWIS) and PBIS Assessments.
- Majority of the position will maintain the business and operational functions assigned to this position.
- Analyzes data related to selected at-risk youth including attendance, behavioral and academic data.
- Provide ongoing technical assistance to districts and school sites on behavior/wellness systems and Family Support Teams.
- Establish and maintain clear communication and cooperative working relationships with a variety of educators, social welfare agencies and community groups.
- Implement training for district teams, school teams, community providers, family support and regional leadership support teams.
- Support the implementation of school based programs, services and supports.
- Provide support to staff from Prevention Supports and Services to meet the Placer County Office of Education (PCOE) vision, mission and goals.

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### 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.

#### Experience:

- History of successful directing of learning support experience with at-risk youth.
- Experience in training adult professional from a variety of disciplines.
- History of successful interagency experience including child welfare, mental health, and probation services is preferred.
- Experience in tools and strategies related to behavior/wellness programing including systems based on public health prevention models.
- Experience in implementing programs and knowledge of implementation sciences.

### 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.
- Skilled in presenting learning, mental health, behavioral intervention strategies to large groups.
- 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 guide and supervise other staff in the implementation of behavior/wellness programing including systems based on public health prevention models, Student Services and Supports, at-risk youth and family school programs.
- Ability to motivate, challenge and guide others in the improvement of educational goals.
- Ability to supervise 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.

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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**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.
- 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: 5/18/2020

Human Resources: 

Date: 5/15/2020