

JOB DESCRIPTION
December 2020

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

COORDINATOR, PREVENTION AND WELLNESS

General Purpose:

A Coordinator, Prevention and Wellness is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Coordinator, Prevention and Wellness is responsible for supporting assigned wellness and mental health initiatives in the Placer County Office of Education (PCOE) programs, selected school district sites, shelters and other institutions. In addition, this position is responsible for supporting schools and districts in installing School-Based Wellness Programs-throughout Placer County and the region. This is a certificated management position.

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

- Supports staff assigned to Prevention Supports and Services.
- Provides program development for Prevention Supports and Services.
- Coordinates the training and implementation strategies for site wellness initiatives throughout Placer County and the Northern Region Service Areas.
- Provides and supports Mental Health wellness strategies at all levels of the MTSS tiers.
- Facilitates community services at district and school sites to serve selected at-risk children and families.
- Writes and coordinates grant applications to support funding for wellness initiatives in Placer County Office of Education.
- Analyzes outcome and implementation data from multiple sources.
- Maintains data on participating district and school implementation of mental health and wellness initiatives.
- Analyzes data related to selected at-risk youth including attendance, behavioral and academic data.
- Provides ongoing technical assistance to districts and school sites on mental health/wellness and wellness centers.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, social welfare agencies and community groups.
- Implements training for district teams, school teams, community providers, family support and regional leadership support teams.
- Implements the training of mental health and wellness models.
- Develops, implements and trains strategies in early prevention, mental health and wellness to districts throughout the region and state.
- Supports implementation of school-based programs, services and supports.
- 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.

COORDINATOR, PREVENTION AND WELLNESS/PAGE 2

Education:

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

Experience:

- History of successful directing learning support experience with at-risk youth.
- Experience in training adult professionals 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 mental health and wellness, PBIS, Family Systems and MTSS.
- Experience in implementing programs and knowledge of implementation sciences.
- Experience in writing and managing grants.

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 Mental Health, Wellness Centers, Wellness Initiatives, PBIS/MTSS, 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.
- Must possess a valid California Teaching Credential based upon a bachelor's degree and student teaching or Pupil Personnel Services Credential
- Valid California Administrative Services Credential preferred

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.

COORDINATOR, PREVENTION AND WELLNESS/PAGE 3

- 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: Gayle Garbolino-Mojica

Date: 12/10/2020

Human Resources: Collen Slattery

Date: 12/9/2020