

JOB DESCRIPTION  
March 2026

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**COORDINATOR, SOCIAL EMOTIONAL AND BEHAVIORAL SUPPORTS**

**General Purpose:**

A Coordinator, Social Emotional and Behavioral Supports is responsible to the County Superintendent of Schools and works under the direct supervision of the designated administrator. The Coordinator, Social Emotional and Behavioral Supports provides leadership and coordination for the development, implementation, and continuous improvement of integrated social, emotional, and behavioral support systems within the Placer County Office of Education (PCOE), local school districts, and regional and statewide initiatives. This position facilitates the integration of education and behavioral health systems through processes such as the Interconnected Systems Framework (ISF) and supports improvement and compliance processes including Differentiated Assistance (DA) and Compliance and Improvement Monitoring (CIM). This is a certificated management position.

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

- Supports staff assigned to the Prevention Supports and Services Department.
- Provides program development and professional learning materials for the development and implementation of integrated social, emotional, and behavioral support systems.
- Coordinates professional learning and implementation strategies for Integrated Positive Behavioral Interventions and Supports (I-PBIS) throughout Placer County and the region and supports PBIS development throughout California.
- Facilitates the integration of education and behavioral health systems through collaborative processes including the Interconnected Systems Framework (ISF).
- Analyzes and facilitates the use of data tools to support outcome, fidelity, and capacity data.
- Facilitates continuous improvement processes including data review, implementation fidelity monitoring, and action planning to improve student outcomes.
- Provides technical assistance and facilitation to districts and schools engaged in structured accountability and improvement processes, including Differentiated Assistance and Compliance and Improvement Monitoring.
- Provides professional learning and coaching for educators, leadership teams, and community partners related to prevention, behavioral support, and integrated student support systems. Develops and manages grants supporting innovative social, emotional, and behavioral programming.
- Designs grant data collection systems, manages data collection, and reports progress on assigned grants.
- Provides fiscal oversight for assigned programs including budget development, resource allocation, and monitoring of program expenditures.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, social welfare agencies, and community groups.
- Supports implementation support of school-based programs, services and interventions.
- Provides support to staff from Prevention Supports and Services to meet the Placer County Office of Education (PCOE) vision, mission and goals.
- Completes other duties as assigned.

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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 leadership in educational, behavioral, or mental health support systems serving students.
- Experience in training adult professionals from a variety of disciplines.
- Experience collaborating with interagency partners including education, behavioral health, child welfare, and community-based organizations is preferred.
- Experience in tools and strategies related to PBIS, ISF, and MTSS.
- 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.
- Knowledge of MTSS, ISF, and similar prevention frameworks
- Knowledge of data systems and their use in continuous improvement
- Skills in effective oral and written communication.
- Skills 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 professional learning.
- Ability to maintain and improve professional skills and knowledge.
- Ability to guide and supervise other staff in the implementation of 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

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### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess one of the following: a valid California Pupil Personnel Services Credential or California Administrative Credential or Certificate of Eligibility (COE) for a California Administrative Services Credential.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.
- Travel is 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 9

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Reviewed and Approved:

Superintendent:  Date: 3/23/26

Human Resources:  Date: 3/17/26