

JOB DESCRIPTION  
May 2023

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

**DIRECTOR, INTEGRATED SUPPORT PROJECTS**

**General Purpose:**

The Director, Integrated Support Projects is responsible to the County Superintendent and works under the direct supervision of the designated administrator. As part of a large and highly functional professional learning and direct service team, the Director, Integrated Support Projects is responsible for organizing, leading, and managing the regional and statewide implementation of culturally sustaining social, emotional, and behavioral supports into a Multi-Tiered Systems of Support (MTSS). Through partnerships with region leads across California, the Director, Integrated Support Projects will work with leading scholars and implementation experts to guide the development of professional learning materials, directly support regional technical assistance centers, and work to establish school environments that are affirming to all students and that meet the broad needs of each and every child. This position will be an active member of department leadership and will support the leadership and development of program leads. This is a certificated management position.

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

- Lead the development of MTSS materials that are connected to existing Positive Behavioral Interventions and Supports (PBIS) and MTSS frameworks.
- Serve as an active member of statewide PBIS and MTSS leadership teams.
- Serve as a resource to region leads in their development of comprehensive, Social Emotional Learning, and culturally sustaining MTSS.
- Establish grant reporting procedures, deadlines, and activities.
- Works with experts and partners in establishing evidenced-based implementation strategies.
- Develop professional learning materials that support PBIS and MTSS implementation and the integration of social emotional learning (SEL), culturally sustaining practices, and trauma informed practices into school systems.
- Provides training, coaching, and technical assistance locally and across the state.
- Develop and maintain partnerships with a wide variety of public and private agencies (Placer County Probation, Children's System of Care, courts, law enforcement, group homes, employment development, colleges, etc.) to support student achievement, coordinate activities and programs, exchange information, and maintain positive communication.
- Works with a variety of diverse community groups, including groups representing communities that have been historically marginalized and excluded from school systems.
- Encourage the involvement of "non-traditional" community organizations that can provide services that have a positive impact on mental health outcomes for students and families (clubs, sports, volunteer groups, etc.).

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- Provides training, assistance, and support to schools to understand and promote healthy social and emotional development and develops protective factors in all children and their families.
- Assist regional teams in supporting district and school teams in their use of data to support decision-making.
- Assist in developing self-sustaining collaborative teams through mutual understanding and engagement of all stakeholders in decision-making.
- Review program needs based on the analysis of appropriate data and recommend program changes accordingly.
- Prepare a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.
- Work collaboratively with PCOE programs to enhance the internal as well as external systems of collaboration.
- Assist the designated administrator in the daily operations of Prevention Supports and Services.

### **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 psychology, public administration, education, social work, or related field is required.

#### **Experience:**

- Administrative experience is required.
- Experience working as part of a collaborative team is required.
- History of successful leadership in a setting with at-risk youth is preferred.
- Knowledge of, or experience with, county health and human services is preferred.

### **Knowledge, Skills and Abilities:**

- Knowledge of PBIS and MTSS data, systems, and practices.
- Knowledge of principles and practices of organizational leadership, including the ability to successfully lead change processes.
- Knowledge of regulations related to confidentiality and the sharing of information between agencies and schools.
- Knowledge of general principles of educational psychology, adolescent growth and development.
- Knowledge of principles, techniques, and strategies for team building and conflict resolution.
- Knowledge of school-based mental health research.
- Knowledge of implementation science.

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- Skills and ability to analyze data, evaluate program need; and plan, organize and implement goals.
- Skills and ability to plan, direct, and supervise the work performed by staff.
- Skills and ability to communicate effectively with schools, outside agencies, parents, students and the public.
- Skills and ability to interpret, apply, explain, and enforce rules, regulations, policies and procedures.
- Skills and ability to accurately analyze complex problems, develop research-based solutions, adopt, and implement an effective course of action.
- Skills and ability to effectively plan, organize, and direct the development of the instructional program.
- Skills and ability to analyze, assess, and interpret statistical data to improve program outcomes.
- Skills and ability to establish and maintain cooperative and professional working relationships with individuals, groups, and public and private agency personnel.

### **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 Pupil Personnel Services credential or California Administrative Services credential.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Travel throughout California is required.

### **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 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
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.

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- 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:** Certificated Management

**Salary Grade:** Level 7

Reviewed and Approved:

Superintendent: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_