

JOB DESCRIPTION
December 2020

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

PROGRAM MANAGER, INTERVENTION SERVICES

General Purpose:

The Program Manager, Intervention Services is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. Under the direction of an assigned supervisor, this position works to remove barriers preventing an enriched academic experience. Primary duties include collaborating with agencies and schools and establishing resources for students and families experiencing truancy or behavior concerns, using or abusing substances, experiencing out of home placement and providing transition and college/career readiness support for students with disabilities. This is a classified management position.

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

- Provide technical assistance to districts, schools and community providers to break down barriers preventing overall student success.
- Support districts and schools to achieve goals and priorities stated in their Local Control Accountability Plan.
- Work is performed independently. Successful performance requires the exercise of sound judgment in coordinating supportive activities and programs.
- Liaison between Student Attendance Review Board (SARB), school and district personnel, students, parents and outside agencies in the enhancement of student attendance in assigned schools; develop and implement guidance for reducing student truancy.
- Respond to inquiries and provide information concerning attendance and SARB policies, procedures and regulations; schedule and conduct SARB conferences at school sites and homes; provide/develop solutions, options or referrals to meet identified student needs; prepare and maintain individual case notes and files.
- Liaison with school site and district administrators in the development and implementation of common attendance system and practices. Support districts to ensure staff at all levels understand and implement this noted attendance system; monitor, assess and assist in resolving attendance issues at designated school sites.
- Communicate with social services personnel, law enforcement or other agencies for referral or other supports and interventions.
- Implement Transition Partnership Program and Workability Program for transition-aged youth as they progress through programs.
- Develop and maintain relationships with employers and community providers in order to create job opportunities for identified students with disabilities and/or impediments to employment in accordance with established eligibility requirements for the DOR.
- Work with administrators and adult services agencies such as DOR, community schools, and school districts to support exchanging information, coordinating activities, training and other collaborative efforts necessary to facilitate prevention

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activities.

- Ensure Placer County schools maintain tobacco-free signage and district policies and provide additional technical assistance around tobacco prevention.
- Provide technical assistance for the California Healthy Kids Survey (CHKS) for TUPE Tier I Consortium member LEAs. Ensure member LEAs facilitate the CHKS at least biennially. Disseminate County and State-wide CHKS data as available.
- Provide technical assistance for TUPE program activities; assist school personnel with coordinating parent and community education and involvement with TUPE activities.
- Organize, plan and implement programs related to tobacco use prevention and intervention; develop partnerships with community organizations and assist in the development and implementation of community-wide projects by collaborating with existing community resources and leaders.
- Monitor the collaborative efforts of the project and work closely with the stakeholders and staff to ensure implementation is smooth, data collection is accurate and timely, and evaluative measures are met.
- Maintain and oversee program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Ensure that all project funds expended or obligated are allowable costs and follow the approved budget and project modifications, project claim invoices and fiscal reports.
- Ensure ongoing data collection for evaluation purposes.
- Perform related duties as assigned.

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.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:

- A Bachelor's degree in education, social work, psychology or related field is required.
- A Master's degree in education, social work, psychology or related field is preferred.

Experience:

- History of successful collaborative experience including child welfare, mental health and probation services preferred.
- History of successful direct learning support experience with at-risk youth.
- Experience in supporting the implementation of complex programs.
- Experience in tools and strategies related to prevention, truancy, employment services and family systems.

Knowledge, Skills and Abilities:

- Knowledge of and familiarity with the needs of at-risk youth.
- Knowledge of Multi-tier Systems of Support philosophies and practices.

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- Knowledge of effective implementation research and practices.
- Skills required for strong communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to cultivate an understanding of the problems of children substance dependence, poor attendance, disabilities and other at-risk youth.
- Ability to facilitate learning activities and training for adults.
- Ability to comply with program goals and deadlines.

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

Work Environment:

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

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.

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FLSA Status: Exempt

Employee Group: Management

Salary Grade: 14

Reviewed and Approved:

Superintendent: Gayle Garbolino-Mojica

Date: 12/10/2020

Human Resources: Colleen Slattery

Date: 12/9/2020