

JOB DESCRIPTION
July 2019

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

PROGRAM MANAGER, PREVENTION SUPPORTS AND SERVICES

General Purpose:

A Program Manager, Prevention Supports and Services is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Program Manager, Prevention Supports and Services is responsible for supporting Positive Behavior Interventions and Supports (PBIS) at all levels of Interventions through the Placer County Office of Education (PCOE) programs, selected school district sites, shelters and other institutions. In addition, this position is responsible for supporting school districts throughout Placer County and the region in developing Multi-tier System of Supports (MTSS) and activities at each tier for students and families. This is a classified management position.

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

- Collaborates with county mental health, probation, social services and law enforcement regarding selected at-risk youth involved with those agencies.
- Facilitates the training and implementation strategies for PBIS throughout Placer and other participating PBIS Districts.
- Provides and supports learning strategies at all levels of Multi-tier system framework.
- Facilitates community services at districts and school sites to serve selected at-risk families.
- Analyzes data related to selected at-risk youth including attendance, behavioral and academic data.
- Works with school site Family Support Teams in developing learning support plans for selected at-risk youth.
- Provides ongoing technical assistance to districts and school sites on MTSS and Family support Teams.
- Establishes and maintains clear communication and cooperative working relationships with a variety of educators, social welfare agencies and community groups for selected at-risk youth.
- Implements training for District Teams, Community Providers, Family Support and Regional Leadership Support Teams.
- Implements the training of a Social/Behavioral pyramid for Response to Intervention model.
- Facilitates meetings and group processes for various educational audiences.
- Provides school reform/improvement information and support to districts, administrators, teachers, students, and community members.
- Develops, implements, and maintains professional development and parent education activities and projects.

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.

PROGRAM MANAGER, PREVENTION SUPPORTS AND SERVICES/PAGE 2

Education:

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

Experience:

- History of successful interagency experience including child welfare, mental health, and probation services preferred.
- History of successful direct learning support experience with at-risk youth.
- Experience in training adult professionals from a variety of disciplines preferred.
- Experience in tools and strategies relates to PBIS, Family Systems and MTSS.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules, and regulations impacting systems serving children and families especially related to confidentiality.
- 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 motivate, challenge and guide others in the improvement of educational goals.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.
- 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

Work Environment:

- Work is performed in an office, school or agency 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

PROGRAM MANAGER, PREVENTION SUPPORTS AND SERVICES/PAGE 3

- 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 15

Reviewed and Approved:

Superintendent:  Date: 9/4/19

Human Resources:  Date: 8-19-19