

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - EDUCATOR PREPARATION PROGRAMS - MENTAL HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of an assigned supervisor, supports the planning and implementation of the Santa Clara County Office of Education's (SCCOE) Educator Preparation Program (EPP) and its various initiatives; plans, organizes, and manages, coordinates and implements a county-wide Mental Health Educator Pipeline Consortium that serves as an oversight committee; provides leadership and guidance in grant and scholarship operations and management through planning, implementation, budgeting, and oversight of assigned mental health and wellness grants.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provides training, technical assistance, and support to mental health and wellness pipeline program participants, districts and Educator Preparation Program staff.

Provides supervision and support for credentialing purposes to assigned Pupil Personnel Services candidates.

Collaborates with various districts, Santa Clara County Office of Education departments and programs, and Institutes of Higher Education (IHE) in the implementation and planning of the educator pipeline pathways as outlined in the narrative of the Educational Preparation Program Mental Health grant(s) as part of the educator pipeline.

Coordinates intern programs with Santa Clara County districts and high-need schools, provides support to field supervisors, and oversees stipend program.

Supports recruitment and retention of mental health school professionals, supporting individual participants and facilitates associated professional development.

Manages, coordinates, and implements grants and scholarship funding for the Educator Preparation Program and the educator pipeline plan.

Provides technical information and assistance to the Assistant Director, Director, and Executive Director regarding assigned functions and assessments; assists in the formulation and development of policies, procedures, and programs.

Collaborates with department staff to develop and implement information meetings and recruitment activities.

Operates and analyzes the Student Management System (SMS) to perform specific duties as they relate to candidate applications and documents.

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Collaborates with Institutions of Higher Education on training and ensures associated Memorandums of Understanding, letters of agreement, and Inter Office Service Agreements (IOSA) are followed.

Supports the use of the Learning Management System (LMS) and training for candidates and staff as needed and attends IHE trainings.

Plans, organizes and implements a Countywide Educator and Mental Health Wellness Pipeline Consortium.

Coordinates professional development and attends all required meetings.

Aids prospective candidates and supports them through the grant application and stipend process.

Serves as a program liaison to school district offices for communication regarding candidates.

Coordinates Commission on Teacher Credentialing (CTC) required activities and supports the maintenance of the EPP CTC accreditation website.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities.

Attends, participates, and presents at a variety of conferences, Santa Clara County of Education events, departmental and inter-departmental meetings as assigned.

Provides subject area expertise and technical assistance as needed.

Supervises and evaluates the performance of assigned personnel.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

School-based mental health research and services;

County health and human services;

Regulations related to confidentiality and sharing of information between agencies and schools;

General principles of educational psychology, adolescent growth and development;

Principles and practices of organizational leadership, including the ability to lead change process;

Program management and implementation guidelines;

Program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Technical aspects of the field of specialty;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience, and courtesy;

ABILITY TO:

Plan, organize and direct the development of the program;
Prepare and manage budgets;
Analyze data and evaluate program needs;
Collect and assemble data, generate reports, and navigate assigned software systems;
Communicate effectively with school districts and community partners regarding program;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory, and planning services;
Work independently with little direction;
Communicate effectively both orally and in writing;
Research, synthesize, and write for assigned areas;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer, software systems, and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree in counseling, social work, or related field and a minimum of two (2) years of service with a Pupil Personnel Services Credential.

LICENSES AND OTHER REQUIREMENTS:

Valid Pupil Personnel Services Credential in Counseling, Social Work, or School Psychology
Valid California Administrative Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work
Evening or variable hours to attend meetings or conferences

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs;
Dexterity of hands and fingers to operate a computer keyboard.

Approved:

DocuSigned by: <i>Larry Oshodi</i> <small>84A286968D5B4A4</small>	10/31/2023 12:21 PM PDT
Larry Oshodi Assistant Superintendent-Personnel Services	Date

Authorized:

DocuSigned by: <i>Dr Mary Ann Dewan</i> <small>72890FFED1F52493...</small>	10/31/2023 12:13 PM PDT
Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date