

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – SOCIAL EMOTIONAL WELLNESS

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Coordinator-Social Emotional Wellness researches, coordinates, and implements the Santa Clara County Office of Education's Wellness Center model and related projects and programs within an Integrated Systems approach; provides technical assistance, training and coaching in the area of school health and wellness, including Wellness Center implementation, Wellness Center staff development, Interconnected Systems Framework, community-based organization partnerships, and district-based Multi-Tiered System of Support (MTSS) structures to ensure articulation of wellness and school-based mental health; serves as a resource to program representatives and school districts; serves as the SCCOE lead for grants and/or grant projects within the Wellness Programs Department, as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as the SCCOE lead for grants and/or grant projects; works with grantees and internal SCCOE partners to monitor grant deliverables and provide reports.

Serves as a resource to internal and external invested partners; serves as liaison for special assignments related to the implementation of school Wellness programs, including, Wellness Centers; serves as liaison between the State, County agencies and school districts; serves on assigned task forces and committees.

Screens and hires staff developers to implement professional development offerings; evaluates trainers; collaborates with representatives to improve the effectiveness and delivery of professional development offerings for Wellness Center staff and technical assistance.

Screens and establishes contracts with community-based organization (CBO) partners to expand inclusive therapeutic and wellness related offerings available to SCCOE Wellness Centers across the continuum of care within the MTSS framework and in alignment with campus community needs; evaluates CBO partners; collaborates with representatives to improve the effectiveness and delivery of CBO services.

Ensures that the Wellness Center model is integrated within the school's MTSS framework to create schools as centers of wellness; incorporates data-informed and culturally responsive systems and integrated structures in partnership with schools/districts; this may include running

Communities of Practices and Professional Learning Networks for invested partners in the implementation of the Wellness Center model.

Collaborates with other County Office representatives to develop Wellness Center model resources to guide districts and schools in the implementation of the Wellness Center model, including systems integration.

Provides technical information and assistance to the assigned supervisor regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental planning activities.

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

Participates in the development and monitoring of program-related budgets; analyzes and reviews budgetary and financial data; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

K-12 curriculum and public-school environments;

Social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction;

Pedagogical content and specific content of assigned instructional area;

Researching, synthesizing, writing, and marketing training programs for assigned instructional area;

Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control;

Technical aspects of field of specialty;

Oral and written communication skills;

Applicable laws, codes, regulations, policies, and procedures;
 Interpersonal skills using tact, patience, and courtesy;
 Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district/ school/ curriculum needs for curriculum reform and school development planning;
 Provide technical, specialized, consultative, advisory, and planning services in assigned instructional area;
 Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools;
 Serve as a resource to program representatives and the SCCOE;
 Conduct special studies and in- services;
 Coordinate professional development opportunities;
 Communicate effectively both orally and in writing;
 Interpret, apply, and explain rules, regulations, policies, and procedures;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Analyze situations accurately and adopt an effective course of action;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Maintain records and files;
 Prepare comprehensive narrative and statistical reports.

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:

Any combination equivalent to a master's degree in education, assigned instructional area, or related field and five (5) years of teaching experience, including increasingly responsible experience conducting professional development activities; administrative experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid California Teaching or Pupil Personnel Services Credential (preferred)

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

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Larry Oshodi
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Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

Revised 5/22/23: Duties updated.