

SAN MATEO COUNTY OFFICE OF EDUCATION DIRECTOR, SAFE AND SUPPORTIVE SCHOOLS

JOB SUMMARY:

Under the direction of the Associate Superintendent of Student Services, the Director will serve as a liaison between the San Mateo County Office of Education and its districts to engage, coordinate and expand school-based behavioral and mental health services in collaboration with community partners including but not limited to San Mateo County, Behavioral Health and Recovery Services, Human Services Agency, local law enforcement agencies and other government, nonprofit, and community groups.

ESSENTIAL DUTIES:

- Lead the coordination of a sustainable, collaborative, countywide alignment and expansion of community mental health services for students with an emphasis on prevention, early intervention, and intensive services;
- Work collaboratively with schools, government agencies and community groups to coordinate and effectively implement programs and services to support districts in addressing positive school climate including anti-bullying programs, positive behavior intervention and support programs, Response to Intervention², improvement of student attendance practices and restorative practices;
- Provide leadership for countywide initiatives that address safer schools;
- Develop and support Crisis Response team models for district and/or school communities;
- Design and deliver a variety of evidence-based training seminars and workshops on topics related to social emotional learning, school safety, mental health and wellness;
- Develop, conduct, analyze and interpret surveys of program participants to determine participant needs; implement program changes in response to results;
- Develop and utilize strategies for ongoing monitoring, data collection, and data analysis to inform work;
- Develop, coordinate and manage grant responsibilities including grant writing, grant evaluation, staff and contract supervision, budget management, submission of quarterly and annual reports and attendance at mandatory state and national meetings;
- Develop, manage and monitor budgets from multiple funding sources;
- Select, train, supervise and evaluate support personnel;
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Policies and objectives of assigned programs and activities;
- Applicable laws, codes, regulations, policies and procedures;
- Program development and organizational change;
- Basic budget preparation and control;
- Financial/fiscal monitoring and reporting activities related to grant oversight;
- Practices, procedures and techniques involved in the development and implementation of effective professional development activities.

SKILLS AND ABILITY TO:

- Establish and maintain collaborative and effective working relationships with a wide variety of individuals and interest groups;
- Plan and lead group meetings and discussions using collaborative decision making processes;
- Provide consultation and technical expertise for related work;
- Manage personnel, budgets and logistics efficiently and effectively;
- Develop and recommend short-term and long-range plans;
- Supervise, evaluate and develop staff;
- Demonstrate tact, patience and courtesy at all times;
- Resolve issues, conflicts and complaints in a timely manner with positive results;
- Analyze situations accurately and adopt an effective course of action;
- Multi-task, meet deadlines and establish priorities in a fast-paced work environment;
- Communicate effectively orally and in writing.

REQUIRED QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Master's degree or equivalent from an accredited college or university in education or related field applicable to the position;
- Minimum of three years administrative experience working with educational programs and services or equivalent;
- Experience in the field of social work and/or school counseling.

DESIRED QUALIFICATIONS:

- School site and/or district office administrator experience
- Experience in providing and/or leading programs and services that support student emotional and social well-being
- Possession of a valid Pupil Personnel Services Credential

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid California Administrative Services Credential

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment

PHYSICAL DEMANDS:

- Use and manipulate a computer keyboard and other office equipment;
- Read a variety of materials;
- Sit and stand for extended periods of time.