

**SAN MATEO COUNTY OFFICE OF EDUCATION  
COORDINATOR OF STUDENT SUPPORTS  
EDUCATION SERVICES DIVISION**

**JOB SUMMARY:**

Under the direction of the Executive Director of Safe and Supportive Schools, serve as a resource to districts, families and students throughout the San Mateo County schools, specifically in the areas of mental health and school counseling. The Coordinator of Student Supports will provide crisis response and recovery to schools, facilitate Communities of Practice, as well as provide technical assistance to districts for foster youth, students experiencing homelessness and districts building in-house school-based mental health programs.

SMCOE is seeking a visionary leader in school-based student supports with an interest in building capacity in San Mateo County school districts to improve student outcomes.

**ESSENTIAL DUTIES:**

- Assist in the development and implementation of mental health related policies and procedures in the educational setting
- Serve as SMCOE lead in evidence-based practices in suicide prevention, crisis response, postvention and school-based mental health
- Lead the county student sexual assault protocols
- Establish and expand partnerships with public and private mental health agencies
- Gather information about community mental health needs and resources that may be used in conjunction with school-based counseling
- Facilitate the monthly School-Based Mental Health Collaboratives
- Co-facilitate the School Counselor and Alternative School Communities of Practice meetings
- Coordinate the response to districts when needed by SMCOE and/or schools in San Mateo County in collaboration with the Coalition of Safe Schools and Communities
- Serve as McKinney-Vento/Homeless Student Lead
- Serve as Foster Youth Services Coordinating Program Coordinator
- Assist with Tier-3 Multi-tiered System of Support and Positive Behavioral Support Intervention collaboration with schools and districts
- Facilitate LGBTQ+ club leader mentor meetings
- Plan and facilitate Youth Advocacy and Social Summit (YAASS) event
- Provide presentations and trainings in the community as assigned
- Assist Executive Director of Safe and Supportive Schools with reports and program proposals
- Perform related duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Understanding of the California Multi-tiered System of Support Framework (MTSS)
- Familiarity with the tenets of Positive Behavioral Intervention Services (PBIS)
- Knowledge of the five Social Emotional Learning competencies
- Understand the differences between FERPA and HIPPA

- Knowledge of the ASCA National Model: Framework for School Counseling Programs

### **SKILLS AND ABILITY TO:**

- Assess the needs of the student and the influence of the environment around those needs
- Develop and support student transitions into new educational environments
- Communicate clearly through all mediums
- Maintain confidentiality of student records and information while working within a team setting
- Interpret, explain, and apply regulations, policies and procedures
- Plan, prioritize and organize
- Analyze, evaluate and make sound decisions
- Prepare clear, accurate, and effective reports, correspondence and other written materials
- Develop and maintain effective working relationships with other staff, public officials, the general public and representatives of other agencies
- Demonstrate interpersonal sensitivity and work with a diverse population
- Work effectively and cooperatively with students, parents, staff and community agencies
- Prepare reports, presentations, materials and present in a group
- Work independently under general supervision
- Establish and maintain cooperative and effective working relationships and interpersonal skills with others using tact, patience and courtesy
- Utilize technology effectively
- Complete assignments and reports, along with preparing presentations for the public including the Board of Trustees, staff, students and parents
- Balance several job functions at one time and work under a heavy workload
- Work in and contribute to creating a performance culture

### **LICENSES AND OTHER REQUIREMENTS:**

- Must maintain a valid and appropriate California driver's license; have a minimum required insurance coverage as mandated by the state of California for operation of a vehicle. Travel to county and regional meetings and events
- Must successfully pass SMCOE's pre-employment as follows:
  - Department of Justice Live Scan fingerprinting
  - Tuberculosis testing

### **WORKING CONDITIONS/ENVIRONMENT:**

- Expect moderate noise level in working environment

### **PHYSICAL DEMANDS:**

- Regularly required to sit, stand, walk, bend, turn, talk and hear
- Occasionally required to climb or balance and stoop, kneel, crouch or crawl
- Occasionally lift and/or move up to 25 pounds

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Manual dexterity and coordination sufficient to operate a computer terminal and calculator
- Expect moderate noise level in working environment