

**SAN MATEO COUNTY OFFICE OF EDUCATION
COORDINATOR OF STUDENT SUPPORTS, EDUCATIONAL 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 San Mateo County school, specifically in the areas of mental health and school counseling, including the Multi-Tiered System of Supports Framework. The Coordinator of Student Supports will provide crisis response to schools, facilitate Communities of Practice, serve as Social Emotional Learning lead, as well as provide technical assistance to districts building in-house school-based mental health programs. Mental health licensure is strongly preferred.

SMCOE is seeking a visionary leader in the school-based mental health field 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
- Provide mental health consultation to district and school teams
- 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 regional School-Based Mental Health Counseling Collaboratives
- Facilitate the School Counselor and Alternative School Communities of Practice meetings
- Serve as Crisis Response Lead when needed by SMCOE and/or schools in San Mateo County
- Assist with Tier 3 Multi-tiered System of Support and Positive Behavioral Support Intervention collaboration with schools and districts
- Serve as School Counselor Lead, including assist with county-wide College and Career planning
- 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:

- Current theories, principles, and practices for services to students with mental health symptoms and diagnoses
- Principles and practices of effective supervision, work planning, evaluation, training, and community mental health consultation
- School-based mental health services

- Difference between HIPAA and FERPA
- The California Multi-Tiered System of Supports (MTSS) Framework and the principles of Positive Behavioral Support Intervention (PBIS)
- Restorative Justice Practices and their application in educational settings
- Cultural and social factors affecting behavior patterns
- Wellness, recovery, and resiliency-oriented strategies and supports
- Clinical standards of practice
- Principles of social needs, problems, attitudes, and behavioral patterns
- Applicable federal, state, and local laws, rules, and regulations
- Office administrative practices and procedures, including records management and the operation of standard office equipment
- Computer application related to the work

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
- Communicate effectively both orally and in writing
- 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
- Establish and maintain effective professional work relationships
- Prepare reports, presentations, materials, and present in group settings
- 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

QUALIFICATIONS:

EDUCATION & EXPERIENCE

- Minimum of three (3) years of experience providing direct services or supervising counseling services
- Master's Degree in education or related field

- Experience and/or background in suicide prevention, Social Emotional Learning, Positive Behavioral Interventions and Supports (PBIS), and Multi-Tiered Systems of Support (MTSS)

LICENSES & OTHER REQUIREMENTS

- Valid Pupil Personnel Services credential
- Valid Administrative Services Credential or willingness to enroll in an administration credential program
- Possession of 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

WORKING CONDITIONS: The work conditions characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings, and workshops

PHYSICAL DEMANDS:

- Operate a computer keyboard and other office productivity equipment, such as a calculator, copy machine, and telephone
- Discern printed matter and computer screens and observe details at close and far ranges
- Ability to remain in a stationary position for extended periods of time
- Move about inside the office and position self to access equipment
- Occasionally move or transport objects weighing up to 50 pounds
- Communicate information and ideas so others will understand and exchange accurate information in person and on the telephone