



Job Description

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| POSITION TITLE: | Coordinator IV, Multi-Tiered Systems of Support (MTSS) County Operated Schools and Programs | #6166 |
| SALARY PLACEMENT: | Management Salary Schedule Range 14 | |

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor’s Degree. Possess a valid California teaching credential and a valid Administrative Services Credential. Experience working with at-risk youth and experience in a school setting.

DESIRABLE QUALIFICATIONS—EDUCATION AND/OR TRAINING:

Five years of experience working in educational settings with high risk high potential youth. Professional training and experience facilitating Positive Behavioral Interventions and Supports (PBIS) with students, teachers, and staff. Knowledge and experience with Restorative Practices (RP) and Trauma Informed Care (TIC) in educational settings. Experience developing and implementing professional learning for a variety of educational staff and stakeholders. The Coordinator IV for Multi-Tiered Systems of Support (MTSS) will be responsible for the development, implementation, and assessment of PBIS Restorative Practices and Trauma Informed Care in County Operated Schools and Programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to create and follow policies and procedures. Ability to delegate and hold accountable those responsible for carrying out the policies and procedures. Ability to operate a computer and knowledge of assigned software, and grant-related information systems. Ability to manage and interpret data to achieve maximum performance outcomes. Possess a valid California driver’s license and proof of liability coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of education laws, codes and regulations. Knowledge of teaching and learning in educational environments serving high risk high potential students. Ability to analyze program needs, learning environments, and school cultures to ensure students have access to meaningful learning experiences. Hold certification or be able to become certified and trained within six months of employment, as a PBIS facilitator and training in Restorative Practices and Trauma Informed Care. Ability to manage multiple internal partnerships within the San Joaquin County Office of Education and external partnerships throughout San Joaquin County.

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

SUMMARY OF POSITION:

Under the general direction of the Division Director of County Operated Schools and Programs, and the Director of Curriculum, Assessment, and Professional Learning this position will coordinate the implementation of PBIS, Restorative Practices, and Trauma Informed Care throughout COSP. Collaborate with the COSP administrative team to ensure all certificated and support staff are properly trained and fully implementing PBIS, RP, and TIC at school sites and all work locations with a focus on lowering suspension rates, developing collaborative school communities, and allow students to accelerate learning. The position will facilitate professional learning and provide site-based support, as needed. Perform independently a variety of duties related to implementing Multi-Tiered Systems of Support (MTSS). Serve as the liaison between county office of education and other granting agencies.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.

4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, state, and national meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets, including the Multi-Tiered Systems of Support (MTSS) budget.
13. Organize and manage implementation of PBIS, Restorative Practices, and Trauma Informed Care; monitor daily operations to ensure full program compliance.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in the position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff and the public in diverse locations, such as school sites and office buildings.

7/6/2018 final sc