

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Career Pipeline Intern Program

DEFINITION

Under general direction, coordinates Career Pipeline intern program and professional learning to ensure the development and progression of participants toward clinical certifications and employment in the field of school-based mental health and wellness; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, develops, and coordinates, Career Pipeline intern program, including placements, individualized supports, and professional learning; develops Career Pipeline intern curriculum aligned with higher education programs of study; develops, coordinates, and delivers intern orientation to ensure expectations and standards of conduct are clearly communicated; selects and assigns interns to support a culturally and linguistically diverse student population; assigns clinical supervisors based on licensure or credential preparation program; provides practicum and internship supervision for dual certification and licensure intern candidates (Pupil Personnel Services Credential, School Social Work and state licensure); identifies and develops professional learning that addresses intern needs and preparation program required competencies; monitors and assesses intern engagement and progress; provides non-clinical supports to interns and clinical supervisors; attends placement events to recruit interns; responds to requests and engages in outreach to develop partnerships with college and university preparation programs; reviews and facilitates the completion of intern placement Memorandums of Understanding (MOUs) from higher education partners; implements, monitors, and ensures compliance with MOUs; establishes and maintains effective communication with program staff, community agencies, and educational partners; collaborates with program staff to develop and implement school-based practitioner documentation practices, templates, and guidelines; monitors and assesses program outcomes to determine success and support continual improvement; attends meetings and serves on committees, as needed; performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of valid California Pupil Personnel Services Credential (PPSC) in Social Work and Licensed Clinical Social Worker (LCSW) and have held both for two years; experience supporting student mental health and wellness needs, working in a school setting, developing professional learning, and supporting interns seeking a master's degree, credential, or state licensure related to mental health desired.

Knowledge of:

Credential and licensure preparation programs related to school-based mental health and wellness; methods to develop and sustain successful partnerships; recruitment, selection, and outreach strategies to recruit culturally and linguistically diverse candidates; methods and best practices to support positive, healthy interactions with students; school-based practitioner documentation standards and best practices; current trends and issues regarding mental health and wellness needs of students and families; professional learning assessment and instructional methodologies; principles and practices of effective project management, including day-to-day operations and long-term planning; standard software applications including presentation software and video-conferencing platforms.

Skill and Ability to:

Plan, implement, assess and evaluate programs; analyze intern program requirements; assess interns and assign them to school sites and appropriate clinical supervisors; plan, develop, and conduct meetings,

trainings, and professional learning; effectively transmit knowledge and skill to others; communicate effectively in both oral and written form; establish and maintain positive working relationships with staff, higher education partners, and community agencies; model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds; engage staff and partners in collaboration, team participation, creative problem-solving and program planning; organize and prioritize work; develop measurable goals and objectives, set priorities, and evaluate progress toward achievement develop and implement new systems, processes, and procedures; use standard software applications; learn new technology and adapt to changes.

Other Characteristics

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments; willingness to travel within the state as required.

1/2024