

Sacramento County Office of Education Job Description

Classification Title: Director II, Prevention and Early Intervention

DEFINITION

Under general direction plans and organizes the management of programs and a system of resource alignment to assist districts in providing intervention, prevention and student support which integrates special and general education services including but not limited to Social Emotional Learning (SEL), Positive Behavior and Intervention Systems (PBIS), Restorative Justice, intervention, prevention and student support services; promotes district participation in the design and development of a comprehensive system of transformational programs to meet student needs; maintains effective communication and collaboration with program and policy level personnel in schools, districts, county and state educational agencies, as well as other local and state agencies.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

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

Plans, develops, monitors, evaluates, and administers programs and projects related to Social Emotional Learning (SEL), Restorative Justice, Positive Behavior Intervention Systems (PBIS), equity and school climate, drug, alcohol, and tobacco use prevention education, school safety, and coordinated health services for students; identifies and fosters connections between available resources and programs to best serve student needs; secures grants, state, and federal funding to insure adequate and appropriate fiscal support for programs; assists in the development of program policies and procedures and oversees implementation and compliance; administers and monitors program budgets; prepares, maintains, reviews, and submits program and financial reports; maintains and ensures the security of program files and records; maintains staffing to ensure program objectives are achieved within budget and assists in the recruitment, selection, placement, supervision and evaluation of department personnel; provides leadership for programs within the scope of Intervention, Prevention and Student Support Services; promotes the development and implementation of an early identification system to meet student needs and connect families with available school and community-based resources; meets regularly and works collaboratively with district coordinators, school site personnel, and appropriate county and state educational representatives, as well as representatives from other state and local agencies; performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California teaching or pupil personnel services credential and Administrative Services Credential; Master's Degree from an accredited institution in a related field desirable; successful administrative experience at district, county or state level; demonstrated successful experience in the development, administration, and monitoring of intervention, prevention or similar programs and a minimum of two years of successful administrative experience including the supervision of personnel.

Knowledge of:

Techniques and practices of effective supervision and administration; Federal and State laws, policies, procedures and practices related to intervention and prevention programs; current theories, practices, and techniques in multi-tiered systems of support including restorative justice, SEL, PBIS, intervention and prevention programs; current issues and legislation related to intervention and prevention; effective curriculum

and programs related to intervention and prevention; state and local agencies and organizations participating in prevention and intervention activities and programs; local, state, and federal resources and requirements related to the provision of intervention and prevention education programs and services; program development and design, needs assessment, research methodology, and program evaluation; funding, budget development and management; effective communication and collaboration methods and strategies.

Skill and Ability to:

Plan, develop, implement, monitor and evaluate intervention and prevention programs; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities, monitor expenditures, and evaluate projects and programs; advise and assist school districts with intervention and prevention programs and initiatives; establish and maintain a professional and effective working environment; select, train, supervise and evaluate staff; plan, organize, and assign work priorities; comprehend, interpret and implement laws, rules, policies, regulations and guidelines related to the work of the department; present ideas and concepts clearly and concisely; research, acquire and evaluate appropriate data for effective problem solving and decision making; develop and maintain positive working relationships; collaborate effectively with individuals and groups; communicate effectively in both verbal and written form; prepare correspondence and reports.

Other Characteristics

Possess a valid California driver's license; provide own transportation and willingness to travel as needed.

6/2017