

Sacramento County Office of Education Job Description

Classification Title: Coordinator, Health and Wellness, Statewide Support

Definition

Under general direction, supports the design and implementation of strategic projects that integrate health, mental health, and education systems; performs a variety of duties related to building capacity of statewide partners in the effective delivery of school-based behavioral health services programming; as a member of the Sacramento County Office of Education (SCOE) Integrated Systems Support team, acts as a liaison with county offices of education statewide to carry out contract/grant deliverables; performs other related duties as assigned.

Directly Responsible To

Appropriate Administrator

Supervision Over

Technical, clerical, and support 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.)

Program Coordination and Delivery

- Coordinates daily operation and administration of statewide grant programming;
- Identifies and develops professional learning programs to address needs of county offices of education statewide;
- Partners with education leaders at the local and state level and provides strategic guidance and project management;
- Coordinates and delivers direct support to county offices of education statewide to enhance behavioral health service delivery and access in schools with a focus on health equity;
- Organizes and facilitates community of practice meetings at the state-level;
- Integrates program into broader SCOE and statewide initiatives;

Partner Collaboration

- Establishes and maintains communication with program staff, community agencies, and partners;
- Monitors and assesses partner engagement, contract and deliverable progress, and provides feedback for improvement;
- Acts as a liaison with subject matter experts to provide coaching, technical assistance, and tailored support across county offices of education statewide;
- Assists in establishing various partnerships.

Administration and Oversight

- Organizes resources to streamline work across priority areas;
- Prioritizes incoming projects, develops deliverables, and prepares relevant reports;
- Select, trains, supervises, and evaluates assigned staff;
- Assigns projects and ensures deliverables meet established timelines;

Minimum Qualifications

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to a bachelors degree;
- Professional experience in delivering or coordinating mental health and education programs required (experience in an educational or government agency, community-based organization, or mental health service agency setting preferred);
- Demonstrated experience managing diverse partnerships;

- Experience providing technical assistance related to mental health and education programs preferred.

Knowledge of

- Community and state mental health and wellness resources;
- Evidence-based practices for school-linked mental health programs;
- The connection between health, mental health, and educational programs;
- Current issues and legislation related to health, mental health, and educational systems;
- Budgeting principles and processes;
- The needs of historically underserved populations and factors which impact the delivery of mental health-related services for these individuals;
- Staff development methods and principles of adult learning;
- Data-driven decision-making processes;
- Effective program management;
- Standard software applications and videoconferencing platforms.

Skill and Ability to

- Communicate effectively in oral and written form with individuals from diverse backgrounds;
- Establish and maintain effective working relationships with various SCOE staff, agencies, and partners;
- Engage in daily work with a lens of cultural humility;
- Analyze data, prioritize tasks, and drive progress toward goals;
- Oversee administrative staff and technical assistance efforts;
- Select, train, supervise, and evaluate assigned staff;
- Develop clear expectations, deliverables, and deadlines.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

Approved by Personnel Commission 4/8/25