



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Manager of Social Services – Community School Coordinator</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The position is directly responsible to the principal.
<b>CLASSIFICATION:</b>	Classified Management
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.S. (B.A.); Master’s Degree; Licensing as LCSW or MFCC or PPS credential; Bilingual preferred.
<b>SALARY SCHEDULE:</b>	Management Salary Schedule; Range VIII
<b>WORK - YEAR / HOURS:</b>	Up to 222 days
<b>LOCATION:</b>	School Site
<b>BOARD APPROVAL:</b>	June 29, 2016

### BRIEF DESCRIPTION OF POSITION

Under the direction of the school principal, the Manager of Social Services promotes and enhances the school's overall academic mission by providing services and implementing effective intervention strategies that strengthen home/school/community partnerships and alleviate barriers to learning. The Manager of Social Services significantly contributes to the development of a healthy, safe, and caring environment by advancing the understanding of the emotional and social development of children and adolescents, and the influences of family, community, and cultural differences on student success.

### DUTIES AND RESPONSIBILITIES

1. Participates as a member of the site leadership team, facilitates professional development, site meetings, and program management.
2. Effectively and appropriately assesses and addresses the needs, characteristics and interactions of students, families, school personnel and community.
3. Uses knowledge and understanding of the reciprocal influences of home, school, and community to intervene for student success via such practices such as assessment, crisis intervention, home visits, conflict resolution, individual and group counseling, consultation, program development, dropout prevention and coordination of school and community services.
4. Develops orientation and in-service training programs for the school staff.
5. Advocates for appropriate services for students and their families, and coordinates with and/or supports students and families as needed to facilitate their receiving these services.
6. Oversees Restorative Justice services and peer mediation interventions with students and staff.
7. Consults and collaborates with stakeholders on behalf of students and their families.

8. Effectively plans, implements, and evaluates programs that promote student and family success.
9. Act as liaison between the school and the community and encourages community participation in school life.
10. Oversees related grant programs and reports results for grant purposes.
11. Addresses chronic attendance issues.
12. Facilitates suicide prevention and crisis intervention.
13. Coordinates mental health response plans addressing crises that affect the school community or that relate to students on campus.
14. Supervises and oversees the Parent Liaison positions.
15. Does home visits to address attendance issues, student's social-emotional needs, and family's needs.
16. Maintains current knowledge of and abiding by federal and state laws and regulations with emphasis on persons with disabilities, child welfare, mental health, confidentiality, and student and parent rights; and participating in appropriate professional development.
17. Engages in school decision making, serves on committees that shape the school's practices, and participates in leadership for ongoing school improvement.
18. Participates in Leadership Team meetings, Charter Advisory Board, and other decision-making meetings.
19. Participates and helps facilitate students' 504s.
20. Maintains appropriate files and records and prepare and submit reports as required.
21. May perform other tasks and duties that are specific to the school site as assigned by the principal.
22. Work collaboratively with school administrator(s) and school personnel to integrate and align non-academic services with school priorities and increase accessibility of school campuses to parents, community members, and students. Identify and initiate problem-solving measures among partners.
23. Support the development of youth leadership, parent engagement, and family support throughout all Community School efforts and institutionalize decision-making roles for parents and students within the Community School.
24. Participate in multi agency professional development and planning efforts.
25. Develop and oversee both school and non-school based extended school year activities.

#### **OTHER REQUIREMENTS**

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments (mileage reimbursed); willingness to travel as needed.