



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Manager of Social Services, EPAA</b>
<b>ADMINISTRATIVE RELATIONSHIP:</b>	The Manager of Social Services at EPAA is directly responsible to the principal of East Palo Alto Academy.
<b>CLASSIFICATION:</b>	Classified Management
<b>REQUIREMENTS</b>	Minimum Degrees/Credentials/Experience Required for Position B.S. (B.A.), Master's Degree, Credential as LCSW or MFCC, valid California Administration Credential, and Bilingual preferred.
<b>SALARY SCHEDULE:</b>	Management Salary Schedule; Range VIII
<b>WORK - YEAR / HOURS:</b>	222 days
<b>LOCATION:</b>	East Palo Alto Academy
<b>BOARD APPROVAL:</b>	September 17, 2014

### BRIEF DESCRIPTION OF POSITION

Under the direction of the school principal, the Manager of Social Services at EPAA 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 EPAA administrative team, who 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. Oversees services provided by Lucille Packard Children hospital and adolescent health van at EPAA, including the supervision of Stanford Mental Health Interns.
6. 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.

7. Oversees Restorative Justice services and peer mediation interventions with students and staff.
8. Consults and collaborates with stakeholders on behalf of students and their families.
9. Effectively plans, implements, and evaluates programs that promote student and family success.
10. Act as liaison between the school and the community and encourages community participation in school life.
11. Oversees Mindfulness Program and reports results for grant purposes.
12. Facilitates 9th-grade Advisory Team and oversee attendance for that same grade level.
13. Suicide prevention and crisis intervention.
14. Operationalizes grief response plan when there are deaths or crises in EPAA school community or that relate to students on campus.
15. Supervises and oversees the Parent Liaison positions.
16. Does home visits to address attendance issues, student's social-emotional needs, and family's needs.
17. 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.
18. Participates in a democratically run school, engages in decision making, serves on committees that shape the school's practices, and participates in leadership for ongoing school improvement.
19. Participates in Leadership Team meetings, Charter Advisory Board, and other decision-making meetings.
20. Participates and facilitates students' 504s.
21. Participates in regular faculty development, reflective practice, and peer coaching during the school year and during summer curriculum retreats.
22. Maintains appropriate files and records and prepare and submit reports as required.
23. Performs such other tasks as assigned by the principal.

#### **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.