

Humboldt County Office of Education

PROGRAM MANAGER WITH COURT/COMMUNITY SCHOOLS
Certificated Management

Position Summary

Under the general supervision of the Court/Community School Principal, the Program Manager will provide leadership and coordination for the infusion of multiple tiers of intervention and support within the HCOE Court/Community School (CCS) Program; support students/families in local districts who are referred for assistance to regional School Attendance Review Boards (SARBs) due to academic, behavior and/or attendance concerns; develop and conduct multiple sessions of the Redwood Coast Parent Project and Loving Solutions workshops based upon referrals from law enforcement and school districts and collaborate with other HCOE and community agency parent education/youth development efforts; pursue multiple funding sources including partnerships with law enforcement, grants, and submitting Medi-Cal billing reimbursement documentation when providing direct student services.

Minimum Qualifications

1. Licensed Clinical Social Worker certification required.
2. Demonstrate competence in communicating effectively with staff, district personnel, members of the general public, and representatives of other local, state and federal agencies.
3. Possess substantial successful experience in conducting parent education programs, working with School Attendance Review Boards (SARBs) and law enforcement agencies.
4. Demonstrate strong leadership, organizational, communication and human relations skills.
5. Have developed particular expertise in grant writing.

Examples of Duties and Responsibilities

1. Conducts and maintains currency regarding research on early childhood trauma and its effects on an individual's subsequent social/emotional adjustment and academic performance.
2. Assists and facilitates CCS staff in the implementation of evidenced-based programmatic changes that reflect effective trauma-informed educational practices. The work will be accomplished through a variety of tasks including case analysis and management, developing and conducting appropriate staff development, providing an array of direct services to youth and families, developing policy, coordinating with other HCOE mental health and professional development staff, and collaborating with outside agencies including mental health, social services, law enforcement, and local school districts.
3. Provides consultation and professional development to local school district alternative education program staff as interest and need dictates.
4. Develops, delivers and coordinates an array of parent education programs in various communities during the year.
5. Provides direct services to students within the Court/Community School including individual and small group counseling.

6. Assists districts in finding alternative ways to insure a student's regular attendance and positive academic achievement and support efforts to make more consistent/uniform practices for SARB operations in the county. The work will be accomplished by routinely attending regional SARB meetings in Northern Humboldt, Eureka, and Eel River Valley, assisting with referrals for services, communicating regularly with law enforcement, and serving as liaison with the district attorney's office.
7. Recommends new procedures and changes in existing procedures governing the implementation/management of the Court/Community Schools Program.
8. Prepares and manages assigned budget.
9. Actively engages in an ongoing program of professional development to maintain and improve management skills and leadership abilities.
10. Serves as a member of Leadership Council.
11. Performs other duties as assigned.

Physical Requirements *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and phone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the phone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve in management positions provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

Salary

Management Schedule B - Class 2