

 <p>SANTA ROSA CITY SCHOOLS</p>	<p>POSITION DESCRIPTION</p>
<p>Title: Coordinator of Mental Health and Community Schools Development (Temporary Position, Grant Funded)</p>	
<p>Department: Wellness and Engagement Special Services</p>	<p>FLSA Classification: Exempt Certified Considered Essential Staff/Disaster Service Worker during any emergency or crisis</p>
<p>Bargaining Unit: Classified-Certificated Scheduled Management</p>	<p>243 days 211 days</p>
<p>Reports to: Executive Director of Wellness and Engagement Special Services</p>	<p>Board Approval Update: 2/11/2026</p>

Salary Grade: -Classified-Certificated Scheduled Management - Range 27 41

Primary Function:

Under the general direction of an ~~Assistant Superintendent~~ or Executive Director, Special Services, this position is responsible for developing and facilitating all aspects of tiered mental-health programming throughout Santa Rosa City Schools, integrating district staff and community agency supports through partnerships, collaborations, and contracts.

Supervise and coordinate multidisciplinary and ancillary support staff in the provision of mental health services to Santa Rosa City Schools' students.

Essential Job Responsibilities include, but are not limited to the following:

1. Coordinate and implement district programs, grants, and activities to support students, families and staff throughout the district.
2. Serve as a resource and assist district and site administrators in the development, implementation, and monitoring of mental health education, stigma reduction, mental health services and partnerships.
3. Facilitates efforts amongst partnering agencies to share best practices, build capacity, maximize engagement, develop and implement inclusive processes, coordinate services, and maintain communication between partners.
4. Develop and present presentations and professional development for a variety of stakeholders (district and school level leadership, community groups, local board groups, etc.).
5. Work collaboratively with staff within the district to share best practices and develop creative and innovative programs of support for teachers and administrators.
6. Access, write, and implement governmental grants to support student wellness.
7. Prepare reports, develop and administer budgets, and monitor expenses.
8. Participate in and assist with planning department or divisional staff meetings by attending regularly, initiating relevant agenda items, and sharing ideas and opinions as appropriate.
9. Develop personal goals and objectives that are consistent with and support the goals of the district.
10. Establish and maintain clear communication and cooperative working relationships with clients, staff, other agencies, regional and state administrators through announcements, letters, newsletters, publications, telephone communication, attendance at meetings, and site visits.
11. Maintain professional competencies in areas of responsibility; maintain contact with and participate in

- professional job-related organizations, and serve as a liaison to professional groups.
12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Masters Degree from an accredited college or university with an emphasis in education, school psychology, and/or counseling (preferred).
- ~~Licensed as a mental health professional in the State of California.~~ Possession of a California administrative credential
- Six years working in school-settings in leadership or administrative capacities in school-based mental health, **counseling**, or social emotional capacity **with 2-years experience as a PPS counselor or school psychologist.**
- ~~The equivalent of two years of post-license social work experience in a recognized social services or mental health care setting involving problems of mental or emotional adjustment and the use of psychiatric consultation. (Note: Previous experience involving lead or supervisory responsibility is desirable.)~~

Knowledge and Skills

- Systems thinking and leadership as evidenced by prior professional experiences.
- District-level planning structures and planning documents, including LEA Plans, LCAPs, SPSAs, SARC's, etc.
- Stakeholder engagement strategies.
- Budget development and administration.
- Leadership theories.
- Adult learning theory and professional development practices, including effective design principles for professional learning for adults.
- Data informed practices.
- Clinical standards of practice and licensure requirements.
- Principles and practices of direct client service delivery.
- Applicable federal, state, and local laws, rules, and regulations.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.
- Computer applications related to the work.

Abilities

- Synthesize large amounts of complex information and present it in a simple, coherent manner.
- Develop consensus with groups from a variety of organizations.
- Collaborate closely and frequently with members of all Santa Rosa City Schools community.
- Connect ideas and resources between programs.
- Communicate effectively and in a timely manner with a wide variety of audiences and stakeholder groups by adjusting presentation style, content, level of specificity etc.
- Facilitate continuous improvement processes with district and school-based teams.
- Facilitate and coach in building capacity to implement instructional and leadership practices.
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public, and private agency personnel.
- Motivate, challenge, and guide others in the improvement of counseling educational programs and county office services.
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently and

effectively.

- Develop and administer budget(s) related to area(s) of responsibility, anticipate revenue, expenditure needs, and changes.
- Assist in the selection, training, supervision, and evaluation of staff.
- Maintain and improve professional skills and knowledge.
- Self-direct.
- Be flexible and embracing of change.

Licenses/Certifications:

- Valid California Driver's License

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; and talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved