

## Job Description

Yolo County Office of Education

### Program Specialist I – Social Emotional Learning and Mental Health

#### **Purpose Statement**

The job of Program Specialist I – Social Emotional Learning (SEL) and Mental Health is for the purpose of supporting the Prevention and Wellness department and SEL, Mental Health, and Medi-Cal billing programs. The Program Specialist for SEL and Mental health will be responsible for supporting the design, implementation, alignment, and evaluation of social-emotional learning, mental health programs, and medical billing for schools, districts, and/or county programs throughout Yolo County. The Program Specialist should have experience in counseling, education, or psychology, and possess excellent communication and organizational skills.

#### **Essential Functions**

Develop, implement, and evaluate social-emotional learning and mental health programs for individuals, groups, and organizations.

Develop systems and implement systems alignment.

Develop and manage medical billing systems.

Conduct assessments and evaluations to identify the social-emotional learning and mental health needs of individuals, groups, and organizations.

Train and support staff, teachers, and other professionals in social-emotional learning and mental health program implementation.

Collaborate with school staff, parents, and community organizations to develop and implement comprehensive social-emotional learning and mental health programs.

Maintain accurate and confidential records of program participants and services provided.

Stay current with research and best practices in social-emotional learning and mental health program implementation.

Participate in relevant professional development opportunities and attend meetings as required.

Assists with personnel functions (e.g., participates in selection and training of assigned staff, orientating and coaching new staff, input into employee evaluations, etc.) for the purpose of enhancing productivity of personnel and ensuring that objectives of the program are achieved within budget.

Collaborates with others (e.g., serves as liaison to districts in areas related to SEL and mental health) or the purpose of implementing and maintaining services and or programs within the established guidelines.

Coordinates contracted services, program components, support needs and material for the purpose of delivering services and compliance with established guidelines.

Develops proposals, new programs, budgets, and grants for the purpose of maintaining compliance, meeting regulatory compliance and YCOE goals.

Evaluates programs and or projects for the purpose of carrying out and achieving objectives within an area of responsibility.

Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services which achieved desired objectives.

Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.

Prepares a wide variety of written materials (e.g., reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference, and or conveying information.

**Other Functions**

Performs other related duties as assigned for the purpose of ensuring this efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and or ratios; read technical information, compose a variety of documents, and or facilitate group discussions; And analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include as defined by designated program area.

ABILITY Is required to schedule a significant number of activities, meetings, and or events; gather, collate, and or classify data; And use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; Analyze data utilizing defined but different processes; And operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and or groups; Work with data of widely varied types and or purposes; And utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include meeting deadlines and schedules; managing multiple projects; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with frequent interruptions.

**Responsibility**

Responsibilities include working under limited supervision using standardized practices and or methods; directing other people within a small work unit; Supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the chops functions require the following physical demands: occasional lifting, carrying, pushing, and or pulling. Generally, the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere. This job requires driving to various locations for meetings throughout the county.

**Experience:** Job related experience with increasing levels of responsibility is required. Experience working with children, adolescents, and adults in a school or community-based setting.

**Education:** Bachelor's degree in a job-related area

**Equivalency:**

**Required Testing:**

Valid Driver's License & Evidence of Insurability

**Certificates and Licenses**

**Continuing Educ./Training:**

Maintains Certificates and/or Licenses  
Tuberculosis Clearance

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**  
Exempt

**Approval Date**  
6/28/2023

**Salary Grade**  
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