

LOS GATOS UNION SCHOOL DISTRICT JOB DESCRIPTION – SLS COORDINATOR

TITLE: SLS Coordinator--Counselor

REPORTS TO & EVALUATED BY: Director Student Services

SALARY: Unrepresented Salary Schedule (Counselor Scale)

DEPARTMENTS: District Office-Student Services

CLASSIFICATION: Certificated

WORK YEAR: 197 DAYS

BASIC FUNCTIONS:

The SLS Coordinators shall be responsible to foster community partnership and coordinate linkage of community services and resources among students and families; 2) plan, implement and evaluate family engagement events and projects; and 3) plan and facilitate staff support initiatives.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

Duties may include, but are not limited to, the following:

1. Build and maintain strong collaborative relationships and communication with school officials, program directors, service providers, families, and other stakeholders, and community agencies.
2. Act as primary liaison through effective communication and partnership between the Behavioral Health Services Department (BHSD), schools/districts, and community agencies/organizations to support the needs of students and their families through activities such as educational events, consultations, and coordination of resources.
3. Provide comprehensive service coordination, including, service planning, referral, and monitoring for students and their families so that they are linked to the appropriate services by utilizing a variety of engagement strategies including individual and family meetings, and home visits.
4. Enhance and maintain service inventory (e.g., services provided at school sites) to assist students and families with linkage to community resources.
5. Make connections with social emotional programs that align with District initiatives and support administrative and teaching staff through the training and implementation efforts (i.e., restorative practices, emotional regulation, bullying prevention/inclusion, etc.)
6. Plan, implement and evaluate family engagement events, workshops and projects at school that are in alignment with the SLS goals and outcomes. Family engagement plans should be based on the needs of the district and offered on a flexible schedule (i.e., evenings and weekends).
7. Develop, manage and facilitate the Campus Coordinated Care to actively engage school personnel and service providers in support initiatives, individual adult supports, and linkage to community resources through observation, consultation, and direct care services.
8. During the Campus Coordinated Care, gather input from group members to inform the plans (e.g., implementation and evaluation plans) of staff support.
9. Follow school district protocol and procedure to address crisis situations and assist in connecting students to appropriate services.
10. Assist in addressing school climate and safety needs; support training needs of teachers and school staff in the areas of school climate, safety, and health.
11. Gather and track services provided to students and families. Develop and submit quarterly reports to BHSD.
12. Other duties as assigned to support the Strategic Plan and Wellness initiatives of the District.

QUALIFICATIONS AND EXPERIENCE:

1. Education: B.A. or B.S. Degree in social work or counseling fields and a minimum of two years

LOS GATOS UNION SCHOOL DISTRICT JOB DESCRIPTION – SLS COORDINATOR

- working with children or adolescents and their families.
2. Experience presenting to groups on various wellness topics and strategies.
 3. Experience working with adult caregivers (parents, educational staff, other)
 4. Experience working in a school-based or community-based program is preferred.
 5. Experience working effectively with a multi-cultural community, and with service agencies and organizations.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. Effective connections with a multi-cultural community, and with service agencies and organizations.
2. Behavioral management and strategies.
3. Computer applications, such as Google Suites, Word, Excel, PowerPoint, etc. .
4. Computer software and working knowledge of data entry.

Ability to:

1. Provide a flexible schedule for evening and weekend events.
2. Gather, maintain, analyze and interpret large scale assessment and program evaluation data.
3. Communicate effectively in both oral and written form.
4. Follow and understand oral and written instructions and pay close attention to details.
5. Organize work, set priorities, meet deadlines, follow up on assignments and perform multiple tasks with accuracy.

WORKING CONDITIONS:

Environment:

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 essential functions.

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.

Moderate to extensive physical effort is required, including lifting and transferring a student up to 50 pounds and/or completing a two person lift as needed. This position requires agility with frequent standing, walking, kneeling, lifting, pushing, carrying, and potentially running; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. This is primarily an indoor work environment, however, outdoor participation is required.

LICENSES:

Possess and maintain a valid California driver's license and insurance.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional related duties may be assigned.