

**TITLE:** PROJECT DIRECTOR – SAFE SCHOOLS/HEALTHY STUDENTS INITIATIVE

**QUALIFICATIONS:**

1. California administrative services credential or California pupil personnel services credential with school psychology authorization
2. Experience in project management and/or administration
3. Demonstrated ability to organize, plan and lead
4. Demonstrated ability to use scientific research and deliver applied prevention and intervention programs in school and home settings desirable
5. Knowledge of organizational change and sustainability
6. Ability to communicate effectively and work cooperatively with staff, community agencies and public

**REPORTS TO:** Administrator as assigned

**SUPERVISES:** Staff as assigned

**JOB GOAL:** To provide services to maximize positive student outcomes by implementing provisions of Connecting Communities: Safe Schools/Healthy Students Initiative (“Connecting Communities”)

**PERFORMANCE RESPONSIBILITIES:**

1. Provides schools with resources to help prevent school violence, including bullying, to reduce suspensions and expulsions, and to maintain safe school environments
2. Selects or develops and trains others to identify students for services by using technically adequate measures of social-psychological student functioning
3. Identifies, designs, and monitors delivery of prevention and early intervention programs and activities to include meeting timelines, collecting and synthesizing data, creating reports, and communicating outcomes
4. Establishes, facilitates, and maintains relationships with Connecting Communities partners, and other community-based agencies to promote healthy development of students, safe schools, and make parent education more available
5. Helps identify and decrease risk factors that lead to student misconduct, truancy, and poor physical and social-psychological health
6. Facilitates meetings of Connecting Communities Leadership team to provide information, and to address and overcome implementation obstacles
7. Establishes meeting management procedures for Behavior Support Teams to enhance problem identification, problem analysis, and behavior intervention plan development
8. Identifies operative elements of adopted programs and develops methods to monitor and provide feedback to ensure integrity in delivery of key programs and services
9. Develops methods to keep current and communicate resources available through the Connecting Communities project
10. Assists in identifying or developing parent education materials
11. Collects and communicates data on all required Connecting Communities indicators
12. Suggests organizational change strategies to encourage replication and increase the likelihood Connecting Communities activities and programs will be sustained
13. Supervises and evaluates assigned employees
14. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; management salary schedule, code 9

**EVALUATION:** Performance of this job will be evaluated in accordance with the District’s “Improvement of Professional Services” handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.

