

**SAN MATEO COUNTY OFFICE OF EDUCATION
DIRECTOR, COORDINATED YOUTH BEHAVIORAL HEALTH
SUPERINTENDENT'S OFFICE**

JOB SUMMARY:

Under the general direction of the Superintendent or designee, the Director, Coordinated Youth Behavioral Health, plans, organizes, and coordinates the development, implementation, and evaluation of comprehensive, integrated, and evidence-based behavioral and mental health services for children and youth (ages 0-22) across San Mateo County. This position is responsible for leading the United for Youth initiative in partnership with public agencies and community-based organizations to enhance a coordinated system of care that promotes student well-being, resilience, and academic success. The Director will lead efforts to expand prevention, early identification, and access to a full range of youth-centered behavioral health services, aligning with the United for Youth plan. The Director will also seek and leverage funding opportunities, including emerging changes and opportunities in revenue generation for behavioral health services, to maximize available public and private funding.

ESSENTIAL DUTIES:

- Provide leadership and strategic direction for SMCOE's coordinated youth behavioral health initiatives, specifically focusing on the priorities and strategies outlined in the United for Youth plan.
- Plan, develop, monitor, evaluate, and administer programs and projects related to providing a continuum of school-based behavioral and mental health services countywide.
- Develop the continuum of related services provided to students and families throughout San Mateo County.
- Oversee the implementation of evidence-based social-emotional learning (SEL) and resiliency-building programs across schools and grade levels.
- Lead the coordination and response to school crisis and threat assessment, including the Suicide Prevention Protocol.
- Support the improvement of early identification of youth behavioral health needs through validated screening tools and methods.
- Facilitate greater access to a full range of youth-centered behavioral health treatment services.
- Facilitate collaborative opportunities and relationships between SMCOE, local education agencies (LEAs), San Mateo County Health's Behavioral Health and Recovery Services (BHRS), Human Services Agency, Probation, Health Plan of San Mateo, other county agencies, community-based organizations, and institutions of higher learning.
- Coordinate planning and service delivery with internal SMCOE departments and external partners to ensure collaboration and integration of services, aiming to improve alignment among systems and simplify referral processes.
- Secure and manage grants, state, and federal funding to ensure adequate and appropriate fiscal support for programs, including maximizing participation in Medi-Cal and private insurance networks.

- Provide technical assistance to local LEAs regarding funding opportunities and strategies for leveraging available public and private funding.
- Collaborate with the Business Department to monitor program budgets, ensuring compliance with grant guidelines and fiscal accountability.
- Develop, in collaboration with other SMCOE departments, trainings, program manuals, procedures, and protocols for school-based mental health and wellness staff.
- Provide consultation, coaching, and technical assistance to SMCOE staff and school districts in the implementation of PBIS, Trauma-Informed Practices, Social Emotional Learning, Restorative Practices, and mental health interventions.
- Design and deliver professional learning opportunities for school staff, parents, and students that are evidence-based, and improve training and interdisciplinary education for youth-serving practitioners.
- Supervise, train, and evaluate performance of assigned personnel.
- Stay informed of proposed legislation and changes in laws and regulations relative to youth behavioral health services.
- Oversee data collection and prepare a variety of reports for quality assurance and monitoring of services.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Federal and State laws, policies, procedures, and practices related to school-based mental health programs and services.
- The principles, priorities, and strategies of the United for Youth plan.
- Multi-Tiered System of Support (MTSS), Trauma-Informed Practices, Positive Behavior Intervention and Supports (PBIS), Social Emotional Learning, and Restorative Practices.
- Evidence-based mental health, social-emotional, and wellness interventions and strategies for children and youth.
- Principles and practices of effective supervision and administration.
- Program planning and evaluation design and tools.
- Community resources and organizations related to child and youth services.
- Budget development, analysis, and monitoring, particularly regarding maximizing public and private funding.
- Data analytics to inform program development and evaluation.
- Principles of leadership, training (particularly in regard to adult learning), performance evaluation, and equity.
- Crisis intervention techniques.
- Cultural competence and sensitivity with diverse groups.

SKILLS AND ABILITY TO:

- Provide strong leadership, organizational, communication, and human relationship skills.
- Plan, develop, implement, monitor, and evaluate countywide programs aligned with the United for Youth initiative.

- Collaborate with diverse constituents, including school districts, county agencies, partners, families, and youth, to achieve collective impact.
- Identify and foster connections between available resources and programs to best serve student needs.
- Administer and monitor program budgets, ensuring fiscal accountability and strategic use of funding.
- Recruit, select, supervise, and evaluate professional and technical personnel.
- Communicate effectively orally and in writing, including public speaking and presentation skills, for diverse audiences.
- Analyze situations accurately and adopt an effective course of action.
- Manage multiple projects, priorities, and deadlines effectively.
- Utilize software and technology to complete necessary tasks, ensuring full use of technology solutions to address behavioral health needs.
- Demonstrate a commitment to system improvement and increasing access and equity in mental health for all students.
- Work independently with little direction to meet schedules and timelines.

REQUIRED QUALIFICATIONS:

EDUCATION & EXPERIENCE:

- Master's degree or equivalent from an accredited college or university in education, psychology, social work, public health, or a related field applicable to the position.
- Minimum of three (3) years of administrative experience working with educational and/or mental health programs and services or equivalent.
- Experience in school-based behavioral health assessment and treatment is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Administrative Services Credential;
- California Driver's License;
- Possession of a valid California Pupil Personnel Services Credential or clinical license (e.g., LCSW, LMFT, LPCC) is desirable.
- This position may require employees to travel locally, and specifically, employees must be able get themselves to different locations during their workday. Employees will be responsible for ensuring that they can timely move between locations during their workday either via driving themselves with a valid driver's license or using other modes of transportation, including a ride hailing service, taking a taxi, carpooling, bicycling, etc.

WORKING CONDITIONS: *The characteristics described below 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.*

ENVIRONMENT:

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

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- Office environment: constant interruptions;
- Driving a vehicle to conduct work;

PHYSICAL DEMANDS:

- Operate a computer keyboard, mouse, copy machine, printer, and other office equipment
- Read printed material and computer screens
- Remain in a stationary position for extended periods of time
- Position self to access office equipment, materials, and files
- Move equipment weighing up to 50 pounds and is an infrequent aspect of the job
- Communicate within a normal range, give directives to small or large groups of people, and exchange information in person and on the telephone