



Administrator of Wellness and Student Services Summit Educational Service Center

School Year: 2023-24

Reports to: Superintendent

Summary/Objective:

Plans, directs, and coordinates activities related to Student Wellness and some aspects of Student Services. Provides leadership in the areas of mental health, wellness, special education, and related services for the ESC and its clients. Works collaboratively with the Director of Administrative Services and the Director of Early Learning.

Minimum Qualifications:

- Master's degree in education, school psychology, speech language pathology, and/or social services related fields.
- Valid administrative/supervisory licensure.
- Previous experience in a school-based setting, and/or ideally in the social services as an administrator.
- Knowledge and/or experience in the areas of social work with social agencies or providers (preferred).
- Other qualifications the Board/Superintendent may find necessary for this position.

Wellness Coordination:

- Responsibility for the oversight of all federal, state, and local grants submitted by the department. This includes management of the goals and objectives, fiscal accountability, and implementation on behalf of Summit ESC.
- Supervises all Behavioral Health and Wellness Coordinator positions employed by the Summit ESC on behalf of affiliated districts, including trainings, supports, evaluations, and coordination with districts.
- Responsible for maintaining current mental health partnerships and developing new partnerships in support of the public health model of behavior health and wellness. Serve as a liaison between our member districts and out-of-school partners.

Other Wellness Responsibilities:

- Coordinates and facilitates Mental Health Advisory (MHA) Committee for Summit County, which consists of representation from numerous social services agencies, to identify ways to support districts in meeting the needs of their student populations.
- Develops Annual Student Wellness, 5 Part PD Series.
- Oversees Summit ESC Crisis Response Team.
- Helps implement the HOPES Project, a grant funded 5-part PD series that assists districts with developing and implementing the Whole Child framework.
- Provides QPR sessions to districts.
- Provides Prevention 101 sessions to districts upon request.
- Assists with the implementation of Coordinated Assistance Support Teams (CAST).

- Offers and assists with PBIS trainings.
- Oversees and executes all activities for the ESC Wellness Committee.
- Represent Summit ESC on the various regional school wellness related committees.
- Acts as liaison between districts and the Summit County ADM board, offering support with the implementation of PAX and Prevention Grant initiatives.
- Participates on the ESC Prevention Grant Committee, consisting of monthly meetings amongst local ESC's who discuss ways to mutually provide support to districts in the areas of student wellness and mental health.
- Participates on Summit County Youth Suicide Prevention Coalition.
- Participates on Summit County Trauma Informed Care Coalition.
- Compiles and maintains appropriate data, records, and reports required by state agencies or the Board.
- Maintains department budgets and expenditures, tracks cost-revenue data and maintains positive cash balance related to Wellness services.
- All other duties as assigned.

Student Services Duties/Responsibilities:

- Directs assigned aspects of the student services department including, but not limited to, hiring, termination, discipline, and evaluation of student services staff.
- Directs or assists in oversight of the ESC's school for students with autism, Behavior Consultants, Community and Family Partner Liaison, School-Age Psychologists, EL Consultants, Audiologists, OT, PT and Work-Study Coordinator, as may be assigned.
- Evaluates student services program as assigned.
- Provides guidance to districts as needed.
- Maintains department budgets and expenditures, tracks cost-revenue data and maintains positive cash balance related to student services assignments.
- Provides or assists in establishing new programs and in improving existing programs and services for students with special needs and wellness needs within the Summit ESC and its districts.
- Provides leadership in establishing new programs and in improving existing programs and services for students with special needs and wellness needs within the ESC and its districts.
- Provides counselor education for guidance personnel and fosters opportunities for professional growth.
- All other duties as assigned.

Salary: Salary schedule placement commensurate with experience and training.

Opening for Applications: April 20, 2023

Deadline for Applications: May 5, 2023

Summit Educational Service Center is an equal opportunity employer.