

TRINITY COUNTY OFFICE OF EDUCATION
Pathways to Success

Job Description

POSITION: WELLNESS LIAISON

SALARY: Classified Salary Schedule – Range B

REPORTS TO: Deputy Superintendent & Program Manager

ESSENTIAL DUTIES:

1. Implements Pathways to Success program under the direction of the program manager
2. Presents social emotional learning (SEL) lessons, material or programs to students in a one-on-one or group setting
3. Guides students in working and playing harmoniously with other students
4. Implements approved strategies for behavior management, student self care, mental health first aid and academic learning
5. Helps maintain proper classroom conduct
6. Provides escort assistance to students as necessary for direction and safety
7. Assists administrator and teachers in coping with emergency situations
8. Follows all protocols for mental health interventions
9. Helps maintain individual records of student interactions
10. Provides clerical and housekeeping duties as required
11. Prepares instructional materials
12. Maintains a neat work/study areas including but no limited to a “calm room”
13. Alerts program manager and site staff to special needs of individual students
14. Inputs student records, and administers, scores and records diagnostic screeners and assessments, and other classroom and school reports as directed by program manager
15. Guides independent study, enrichment work and remedial work as directed by teacher
16. Assists with supervision of students during emergency drills, assemblies, breakfast, lunch and activity periods
17. Fosters mental health of students through learning and self-help activities
18. May provide assistance to students in meeting a variety of personal needs like: personal hygienic tasks and functions and techniques as prescribed and under the direction of a therapist or physician.
19. May be required to transport students to other sites or homes
20. Participates in Medi-Cal planning, policy development and interagency coordination.

PROFESSIONAL DEVELOPMENT:

1. Attend trauma sensitive/informed training staying abreast with the latest techniques and supportive measures in supporting students with adverse childhood experiences (ACES).
2. Obtain certification for Non-Violent Crisis Prevention
3. Certified for CPR and First Aide
4. Complete required A.L.I.C.E school safety training
5. Complete other professional development as needed and determined by the program manager.

OTHER DUTIES: As assigned

EDUCATION AND EXPERIENCE:

1. Complete at least 48 units at an institution of higher education; or
2. Possess an Associate's or higher degree; or
3. Pass a formal state or local academic assessment. The assessment must demonstrate knowledge of and the ability to assist in the teaching of reading, writing and mathematics

Desirable Experience:

1. Have been trained in trauma sensitive/informed practices
2. Has worked with and supported students who have experienced trauma in their lives
3. Associate Degree preferred not required

PHYSICAL DEMANDS:

1. Persons performing service in this position classification will exert 10 – 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
2. This type of work involves sitting most of the time, but may involve running, walking or standing for brief periods.
3. Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
4. Sitting extended periods of time looking at a computer screen and typing.

AMERICANS WITH DISABILITIES ACT ASSISTANCE

The physical demands described herein 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.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Business Office in writing or by telephone by the filing deadline posted on the bulletin.

WARNING:

In compliance with A.B. 1610, the Trinity County Office of Education cannot employ you until you have received clearance from the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).