

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE: Program Specialist II – Integrated Supports and Accountability

SALARY PLACEMENT: Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

The Program Specialist II of Integrated Supports and Accountability, under the supervision and administrative direction of the Associate Superintendent of Educational Services, manages the development, expansion, and coordination of behavioral and social-emotional supports through the Integrated Systems Framework (ISF). This includes establishing and managing a centralized referral process and corresponding behavioral and mental health interventions, as well as leading the development, monitoring, and accountability for the implementation of the District's Local Control and Accountability Plan (LCAP) to align funding with goals, actions, and services.

SUPERVISOR:

This position reports directly to the Associate Superintendent of Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Supports school sites with the implementation related to Positive Behavioral Interventions and Supports (PBIS).
2. Leads the development, stakeholder engagement process, and accountability for the implementation of the District's Local Control and Accountability Plan (LCAP)
3. Conducts needs assessments to identify behavioral, social emotional, mental health, curricular and academic services that are most needed at the school site.
4. Establishes and maintains a centralized referral process for student interventions and coordinates with school sites to ensure students receive appropriate integrated supports.
5. Engages community-based organizations in partnerships to address critical needs in support of student achievement.
6. Lead the District's implementation and continuous improvement of the Integrated Systems Framework (ISF).
7. Supports, maintains, and updates Memorandum of Understanding (MOU) with partners and programs and ensures service providers are operating within the terms authorized. Consults with the service provider on a regular basis concerning service goals, service integration, physical health services, and student progress.
8. Evaluates services to identify gaps, build on existing supports, monitor outcomes and the effectiveness of partnerships, including identifying potential grant opportunities to maximize resources and student supports.
9. Performs required data collection and evaluation; prepares and presents written and oral reports to District and educational partners.
10. Participates in school site and District parent meetings as an advocate for student and parent needs and engagement in the LCAP development process
11. Integrates and aligns community resources serving the school, including tutoring, primary health, arts, recreation, academic, curricular and other resources identified within district-wide initiatives and LCAP priorities.
12. Supports school staff in achieving mental health goals and priorities as identified in the Local Control and Accountability Plan.
13. Work with experts and partners in establishing evidenced-based implementation strategies for integrated mental health services.
14. Directs, coordinates, and provides training for the LCAP District Advisory and LCAP stakeholder meetings.

15. Performs other tasks and responsibilities as directed.

Knowledge of:

- The Local Control and Accountability Plan (LCAP), California Dashboard, multi-tiered system of support and differentiated assistance
- Integrated Systems Framework and PBIS implementation
- Effective Educationally-based Social Emotional and Mental Health Supports and Services
- Community resources
- Commitment to fostering inclusive environments.
- Effective strategies to build trust and effective working relationships with a wide variety of educational partners and people from varied backgrounds (communities of color, low-income communities, speakers of various languages, etc.)

Ability to:

- Demonstrate vision and initiative for integrated student support systems
- Build and lead high-functioning teams and facilitate groups
- Support the implementation of Trauma Informed Practices in classroom environments.
- Support school crisis response in the management of and recovery from critical incidents (e.g., school or community violence, disasters)
- Market a school program, write grants, and fundraise
- Compose and comprehend written communication
- Engage in grassroots community outreach and organizing
- Facilitate and work collaboratively as a member of a team
- Collect, interpret, and analyze data from a variety of sources, evaluate that data and make recommendations based on evaluation
- Communicate effectively, orally and in written form, with all educational partner groups
- Manage a budget
- Demonstrate personal resolve and constructive responses to challenges
- Demonstrate urgency in improving student achievement and outcomes
- Prepare documentation for the purpose of complying with state/federal mandates and/or conveying information
- Use technology to increase efficiency, communicate effectively, and coordinate work
- Work effectively with diverse racial, ethnic, linguistic, disability, and socioeconomic groups
- Give digital presentations as well as oral and written reports
- Organize and coordinate large and small groups
- Interpret federal, state, and local regulations
- Advocate and communicate program needs

EDUCATION:

A Master's Degree or advanced degree of at least equivalent standard conferred by a regionally accredited College or university.

EXPERIENCE:

At least three (3) years of successful, full-time public-school service in a certificated position(s). Experience as a coach, coordinator, or administrator at the school or District level preferred. Experience in designing and delivering professional development.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's license

California Administrative Services Credential or California Pupil Personnel Services Credential

PHYSICAL REQUIREMENTS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking
2. Work assignments are normally located in a work environment with light physical work and require light physical effort
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently works in indoor environmental conditions. However, the employee will also work some irregular hours including afternoons, evenings, and during school intersession. The employee will use their personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted: May 19, 2021
 Revised: June 7, 2023
 Revised: April 22, 2026

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Associate Superintendent of Secondary Education or Director of Personnel Services at (916) 624-2428 or by email at titlexordinator@rocklinusd.org.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.