



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

---

**Coordinator, WellSpace**

**Class Code: 1587**

**Work Days: 210**

**GENERAL PURPOSE**

Plan, establish, and support the opening of student wellness centers, “WellSpaces,” in schools throughout Orange County; provide technical assistance and consultant services to Orange County schools/school districts; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over management, technical, and/or clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
  2. Coordinate and support the establishment of WellSpaces in schools throughout Orange County.
  3. Develop and maintain comprehensive operational guidelines and procedures for WellSpaces, including documentation, training materials, and regular updates as needed.
  4. Design and deliver a variety of training seminars and workshops related to student mental health and wellness issues and strategies to decrease mental health stigma and provide consultation and technical assistance to schools/school districts.
  5. Maintain records and develop reports concerning new or ongoing programs and program activities and effectiveness, and prepare statistical reports as required.
  6. Attend and participate in professional group meetings with outside agencies and organizations; stay abreast of new trends and innovations related to student mental health and wellness.
  7. Establish and maintain effective working relationships with state and local community organizations, businesses, and related groups.
  8. Participate in the preparation and administration of the budget, submit budget recommendations, and monitor expenditures.
  9. Monitor program compliance with laws, rules, and regulations related to student mental health and wellness.
-

- 
10. Demonstrate attendance sufficient to complete the duties of the position as required.
  11. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Basic operations, services, and activities of Student Wellness Centers.
2. Multi-Tiered System of Support framework for student mental health and wellness, prevention, and intervention support
3. Early childhood and elementary student development.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Basic procedures, methods, and techniques of budget preparation and control.
6. Recent developments, current literature, and sources of information related to student mental health and wellness.
7. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.
8. Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional, clerical, and/or technical employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Plan, direct, and coordinate various programs.
5. Elicit community and organizational support for programs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

---

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in mental health, social work, counseling, psychology, or a related field and five (5) years of mental health, social work, or education experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with moderate to high pressure.