

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – PROJECT MANAGER, SYSTEM OF CARE**

Job Title	Project Manager – System of Care
Supervisor	Director of Student Services
Qualifications:	<p>Master’s degree from a recognized college or university with major study in education, special education, educational leadership, public health, counseling, mental health, substance abuse, or juvenile justice. Licensed Clinical Social Worker preferred.</p> <p>Four years professional experience in education, special education, educational leadership, public health, counseling, mental health, substance abuse, or juvenile justice; two years must be relevant experience in social work including responsibility for program implementation, direct service delivery, planning or program evaluation of community services.</p>
Purpose	<p>To oversee and manage the Systems of Care (SOC) Expansion and sustainability grant at the District level. Including the financial and operational administration of the grant for Sanborn Regional School District, and community partners driven by NH’s Multi-Tiered Systems of Supports for Behavioral Health &amp; Wellness (MTSS-B) framework. The Project Manager is responsible for overseeing the planning, implementation, and sustainability of all project objectives and activities, including:</p> <ul style="list-style-type: none"> <li>• The provision of mental disorder treatment and related recovery support services to children with serious emotional disturbance (SED) and those with early signs and symptoms of serious mental illness (SMI), including first episode psychosis (FEP).</li> <li>• Focusing on sustainable financing, cross-agency collaboration, the creation of policy and infrastructure, and the development and implementation of evidence-based and evidence-informed services and supports to improve mental health outcomes for children and youth, birth through age 21, with SED, and their families.</li> </ul>
Performance Responsibilities	<p><b>Administration/Grants Management:</b></p> <ul style="list-style-type: none"> <li>• Act as a conduit between the MVSD and NHDOE, evaluators, and the community mental health center (in concert with their building principal) through regular communication and attendance at meetings, trainings, workshops, etc.</li> <li>• With guidance from the NHDOE Project Director, work to ensure that the MVSD meets all project deliverables in a Federally compliant fashion.</li> <li>• Oversee the implementation of all project activities and ensure sustainability of successful or promising activities beyond the life of the grant.</li> <li>• Provide support to other MVSD project staff.</li> </ul> <p><b>Fiscal Management:</b></p> <ul style="list-style-type: none"> <li>• Manage the MVSD SOC grant, utilizing the NHDOE’s Grants Management System (GMS).</li> <li>• Maintain an accurate record of all in-kind services from non-federal funds provided in support of the grant.</li> </ul> <p><b>Program Implementation:</b></p> <ul style="list-style-type: none"> <li>• Serve as a member of the leadership teams at each level with a specific focus on moving the District’s SEL and wellness initiatives forward.</li> <li>• As is appropriate, serve as a member of the District/SAU Administration with a regular presence on school teams.</li> <li>• Drive MTSS-B implementation at district and school levels, including such tasks as developing a process for selecting evidence-based programs, policy/procedure revision, long-term strategic planning, etc. Specifically:</li> <li>• Oversee the development of a District/Community Leadership Team (DCLT) and identify its members/partners. Facilitate regular meetings of this team.</li> </ul>

	<ul style="list-style-type: none"> <li>• In consultation with the DCLT and NHDOE, conduct an annual comprehensive planning process to inform the Action Plan. Review Annually.</li> <li>• Serve as a member of each school's building Leadership team to regularly interact with tiered teams.</li> <li>• Ensure services provided are family-driven, youth-guided, culturally competent, and developmentally appropriate, as well as data-driven.</li> <li>• Serve as a primary champion of the MTSS-B framework in the MVSD and its community(ies) by developing capacity to act as the internal MVSD MTSS-B coach.</li> <li>• <b>Data/Evaluation:</b></li> <li>• Collect and report MVSD data as required by the NH SOC Grant and NH SOC project evaluators.</li> <li>• Serve as the evaluation liaison for the MVSD, meeting regularly with project evaluators to design and implement evaluation and monitoring processes.</li> <li>• Actively participate in data analysis to drive decision-making.</li> </ul>
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	12-month year/Grant position
Evaluation	Evaluation by the Director of Student services in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*

December, 2021