

**School Administrative Unit #33**  
**Job Description**

**TITLE:** Raymond School District Project AWARE Manager

**REPORTS TO:** Superintendent of Schools    **EVALUATION:** Superintendent of Schools

**SUPERVISES:** To be determined

**GENERAL SUMMARY:**

To oversee and manage the Project AWARE grant at the LEA (District) level, including the financial and operational administration of the grant for the school district. This position will develop a data-driven comprehensive plan for services and strategies with school, district, and community partners that builds on NH's Multi-Tiered System of Supports for Behavioral Health & Wellness (MTSS-B) framework and the values and principles of a system of care. The Project Manager is responsible for overseeing the planning, implementation, and sustainability of the project objectives:

- 1) Increase awareness of mental health issues among school-aged youth;
- 2) Provide training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues;
- 3) Connect school-aged youth who may have behavioral health issues (including serious emotional disturbance [SED] or serious mental illness [SMI]) and their families to needed services.

**QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):**

- Master's degree from a recognized college or university with major study in education, special education, counseling, mental health, substance abuse, or juvenile justice
- Four years' professional experience in education, special education, counseling, mental health, substance abuse, or juvenile justice; two years must be relevant experience in the community; with responsibility for program implementation, direct service delivery, planning or program evaluation. Each additional year of approved work experience may be substituted for one year of education.
- Strong verbal, written, and technological skills to work with diverse children, youth, families, co-workers, cross-agency stakeholders, and members of the public.
- Desire and ability to engage individuals from diverse backgrounds and cultures. Bilingual proficiency is desirable. Experience with minority or underserved populations is desirable.
- Strong facilitation skills; comfort with training, teaching, and public speaking.
- Strong knowledge of education and mental/behavioral health systems.
- Appreciation for both direct service in youth education and mental/behavioral health as well as strategic planning and systems change.
- Commitment to MTSS-B framework and system of care core values.
- Ability to maintain strictest confidentiality guidelines.
- Must be organized and able to work well under pressure meeting deadlines with efficiency and consistency while maintaining job requirements.

**ESSENTIAL JOB FUNCTIONS:**

- Manage the LEA budget and program implementation of Project AWARE activities.
- Act as the liaison between the LEA and NHDOE, evaluators, and SAMHSA through regular communication and attendance at meetings, trainings, workshops, etc.
- Serve as a member of district administration and on the MTSS-B District Team. Assist in process for selecting evidence-based programs, policy/procedure revision, long-term strategic planning, etc.
- Oversee the development of a community management team (CMT) and identify its members/partners. Facilitate regular meetings of this team.
- Conduct a community-level comprehensive planning process (needs assessment, environmental scan, and gaps analysis) to inform Work Plan. Review annually.
- Serve as a member of each school's building leadership team to regularly interact with tiered teams.
- Collect and report district data as required by SAMHSA and NH Project AWARE evaluators.
- Ensure services provided are family-driven, youth-guided, culturally competent, and developmentally appropriate, as well as data-driven.

**OTHER DUTIES AND RESPONSIBILITIES:**

- In-state travel is required; out-of-state travel required
- Performs other related duties as required.

**PHYSICAL ACTIVITY REQUIREMENTS**

<b>Lift</b> up to 10 lb.	N	R	<b><u>O</u></b>	F	C
<b>Lift</b> 11 to 25 lb.	N	R	<b><u>O</u></b>	F	C
<b>Lift</b> 26 to 50 lb.	N	<b><u>R</u></b>	O	F	C
<b>Lift</b> over 50 lb.	<b><u>N</u></b>	R	O	F	C
<b>Carry</b> up to 10 lb.	N	R	<b><u>O</u></b>	F	C
<b>Carry</b> 11 to 25 lb.	N	R	<b><u>O</u></b>	F	C
<b>Carry</b> 26 to 50 lb.	N	<b><u>R</u></b>	O	F	C
<b>Carry</b> over 50 lb.	<b><u>N</u></b>	R	O	F	C

<b>Twisting</b>	N	R	<b><u>O</u></b>	F	C
<b>Bending</b>	N	R	<b><u>O</u></b>	F	C
<b>Crawling</b>	N	<b><u>R</u></b>	O	F	C
<b>Squatting</b>	N	R	<b><u>O</u></b>	F	C
<b>Kneeling</b>	N	R	<b><u>O</u></b>	F	C
<b>Crouching</b>	N	R	<b><u>O</u></b>	F	C
<b>Climbing</b>	N	<b><u>R</u></b>	<b><u>O</u></b>	F	C
<b>Balancing</b>	N	<b><u>R</u></b>	O	F	C

**Work Surface(s)**

<b>Reach</b> above shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Reach</b> at shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Reach</b> below shoulder height	N	R	<b><u>O</u></b>	F	C
<b>Push/Pull</b>	N	R	<b><u>O</u></b>	F	C

<b>KEY</b>
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

**Hand Manipulation**

<b>Grasping</b>	N	R	O	<b><u>F</u></b>	C
<b>Handling</b>	N	R	O	<b><u>F</u></b>	C
<b>Torquing</b>	N	R	<b><u>O</u></b>	F	C
<b>Fingering</b>	N	R	O	<b><u>F</u></b>	C

**Controls and Equipment:**

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard

**During an 8 hour day, employee is required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
<b>Sit</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
<b>Stand</b>	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
<b>Walk</b>	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

**Cognitive And Sensory Requirements:**

- Talking: Necessary for communicating with others
- Hearing: Necessary for receiving instructions and queries
- Sight: Necessary for doing job effectively and correctly
- Tasting & Smelling: Not required

**Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description** (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

**Summary Of Occupational Exposures:**(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

**Other Items to consider**

Environment: Inside: 90% Outside: 10%

Work Surfaces: carpet and tile floors, chair and standard desk

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.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification: Exempt

Adopted:

Revised:

Revised: