



## METROPOLITAN REGIONAL EDUCATIONAL SERVICE AGENCY

1870 Teasley Drive, S.E.

Smyrna, Georgia 30080

Phone: (770) 432-2404 Fax: (770) 432-6105

**Date:** September 15, 2021

**Position:** Part Time (Up to 100 days) Mental Health/Wraparound Services Coordinator

### Minimal Qualifications:

- Georgia level five (5) or higher professional renewable certificate
- Experience with classroom, school wide and district wide professional learning implementation
- Strong knowledge and skill in mental health, inclusive leadership, school improvement, MTSS, PBIS, social-emotional wellness, trauma-informed care, health and well-being initiatives and community school models to assist schools in creating services and supports that support the whole child
- District level administration experience preferred
- High-level strategic thinking and planning skills with successful implementation of results-oriented practices and goals
- Demonstrated high level skills in leadership, team cooperation and coaching with the ability to motivate and inspire others
- Experience in developing and conducting professional learning for adult learners
- Knowledge and experience in using virtual platforms to deliver professional learning inclusive of Office 365 Applications, Zoom, Adobe, and other applications
- Advanced written, verbal, and interpersonal skills, including skills required to communicate diplomatically and persuasively to diverse stakeholders

### Specific Responsibilities:

- Provide individual, team, and systems level coaching on the wraparound sequence and/or community school models
- Develop and implement procedures, guidance, tools, and training materials for school and district-based staff with an emphasis on student mental health and staff well-being initiatives
- Conduct workshops, trainings, and in-service presentations related to wraparound services on topics such as mental health and well-being, health barriers, and other non-academic barriers to learning
- Work collaboratively with the MRESA school climate team to anticipate and evaluate district mental health and wellness supports, develop relevant and timely content/tools to meet their needs, and consistently examine innovative approaches to provide technical assistance and coaching
- Build connections and partnerships between and among school districts, schools and community organizations/agencies to assist schools and districts with non-academic implementation goals for student/staff services and supports
- Assists schools/districts with utilizing grants and other school funding sources to create sustainability of implemented resources and programs
- Represent Metro RESA at professional conferences, meetings, state, and district organizations
- Initiate new ideas, identify resources, and share innovative information to improve RESA services
- Use technology to improve delivery of support to districts
- Remain up-to-date on exemplary practices through self-study, conferences, and other capacity building programs
- Keep abreast of and build new professional skills and professional networks
- Perform other duties as may be assigned by the Metro RESA Director

### Terms of Employment:

- Up to 100 Day contract (two year, grant funded position)

### Responsible to:

- Metro RESA Executive Director

### Application Deadline:

- September 24, 2021

**Via email or USPS, send a letter of interest, a completed Metro RESA Job Application Form (see website for form), a current resume, contact information for three references, and a copy of your current Georgia Teaching Certificate to:**

Dr. Leigh Ann Putman, Executive Director  
Metropolitan Regional Educational Services Agency (MRESA)  
1870 Teasley Drive SE  
Smyrna, GA 30080  
[leighann.putman@mresa.org](mailto:leighann.putman@mresa.org)

*Metro RESA is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, religion or disability.*