

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATOR – YOUTH HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent – Professional Learning and Instructional Support, oversees the provision of school-based health and wellness services; plans, organizes and coordinates care for students returning to schools after hospitalization or absences due to medical reasons; serves as a liaison to hospitals, doctors and school districts to ensure that aftercare at schools is appropriately communicated; determines medical and educational needs of students and makes recommendations to districts; develops uniform home and hospital instruction protocols; oversees and coordinates technical assistance for school site based wellness centers; coordinates mental and social-emotional health services for students through wellness centers; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees efforts to expand access to health and wellness services and resources at schools; develops partnerships related to youth and wellness resources.

Assists with reporting and data collection of various youth health outcomes.

Plans and coordinates technical assistance for school site based mental health services; coordinates with community partners to bring services related to social-emotional wellness of students to schools, including school-based wellness centers.

Plans, organizes and coordinates care planning for students returning to schools after hospitalization or absences due to medical reasons.

Serves as a liaison to hospitals, doctors, and schools to ensure that there is a common understanding of medical and educational needs of student.

Develops uniform home and hospital instruction protocols that include a process to assist with discharge planning and communication with all partners of aftercare needs at school.

Develops model policy and forms designed to guide prescribing health care professionals, school physicians, and school health councils on the administration of medications to children at school and concerning other health matters.

Analyzes the types of medical needs that contribute to absences and the effectiveness of coordinated health and education planning.

Gathers data and analyzes the individual and county-wide impact of services on students in areas of absenteeism, social/emotional well-being, grades, and other wellness indicators.

Administrator – Youth Health and Wellness continued**Page 2**

Serves as a resource to districts and the SCCOE.

Represents the SCCOE when assigned by the county Superintendent on committees and other working groups focused on physical and emotional health and wellness of youth

Attends a variety of conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in County Office meetings and events.

Assists and coordinates with districts and SCCOE staff to ensure health related education codes are implemented.

Coordinates and plans for the provision of technical assistance to budget, plan for and fund various health related activities and initiatives.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; increases county-wide data points around health.

Prepares and submits progress reports to Santa Clara Family Health Plan (SCFHP) annually.

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Provides technical assistance and countywide collaboration to ensure consistency and best practices for transitions to/from hospital.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State and federal laws, court rulings, regulations and codes related to Special Education;

Due process in terms of special education conflict resolution;

Research, policy, systems of services to children with special needs;

Local and state guidelines and requirements concerning special education;

Collecting and assembling data to generate reports;

Budget preparation and control;

Oral and written communication skills;

Strong interpersonal skills;

Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply and explain rules, regulations, policies and procedures;

Research and organize information;

Prepare comprehensive narrative and statistical reports related to assigned activities;

Provide technical, specialized, consultative, advisory and planning services;
 Serve as a liaison to districts, hospitals and the SCCOE;
 Analyze situations accurately and adopt an effective course of action;
 Work independently with little direction;
 Communicate effectively both orally and in writing;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education or related field and five (5) years of teaching experience, including increasingly responsible experience in special education programs or education programs.; three (3) years’ experience as a site principal.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid Special Education Credential
 Valid California driver's license

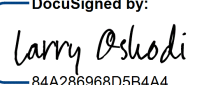

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
 Dexterity of hands and fingers to operate a computer keyboard
 Seeing to read a variety of materials
 Sitting or standing for extended periods of time

Approved:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p><small>DocuSigned by:</small>  <small>84A286968D5B4A4...</small></p> </div> <div style="text-align: right;"> <p>1/8/2021 11:46 AM PST</p> </div> </div>	Date
	<p>Larry Oshodi Assistant Superintendent-Personnel Services</p>	
Authorized:	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: left;"> <p><small>DocuSigned by:</small>  <small>72890FED1E52493</small></p> </div> <div style="text-align: right;"> <p>1/8/2021 11:18 AM PST</p> </div> </div>	Date
	<p>Mary Ann Dewan, Ph.D. County Superintendent of Schools</p>	

Revised 1/5/2021: Reporting structure revised from Special Education to Professional Learning & Instructional Support Division.