

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – YOUTH HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of an assigned supervisor, assists in the direction and oversight of the daily operations, management, and administration of the Wellness Programs Department; supports technical assistance and professional development for wellness related services; assists in developing countywide efforts for mental and social-emotional health services for students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in county-operated school-based wellness programs, inclusive of school-based wellness centers in partnership with districts and schools throughout Santa Clara County;

Assists in the development and maintenance of partnerships with a wide variety of public and private agencies to provide support and services to educators, students and families through school-based wellness programs including wellness centers;

Assists the Grants, Partnership and Operations Department in grant preparation and submission of statewide grants; monitors the daily operations of grants related to Wellness Centers;

Develops strategic plans, establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of technical assistance strategic plans;

Directs the preparation and maintenance of various narrative and statistical reports, records and files related to assigned activities;

Develops a comprehensive technical assistance guide for establishing wellness centers which includes current research on wellness trends, policies, protocols, presentations, user templates, student advisory, and data protocols;

Identifies and develops essential technical assistance components for wellness centers development, planning and implementation;

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; assures appropriate application of bargaining unit agreements among Youth Health and Wellness staff;

Ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students regarding Health and Wellness Programs, including school-based wellness centers;

Writes, oversees, and assists in the management of school-based wellness program grants;

Provides direct oversight of various grants related to the Youth Health and Wellness programs including providing presentations to various stakeholders;

Represents the Santa Clara County Office of Education (SCCOE) and attends work groups, conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events;

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

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

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, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

School-based mental health research and services;

County health and human services;

Regulations related to confidentiality and sharing of information between agencies and schools;

Medi-Cal certification and billing process;

Grant writing and identifying deliverables;

General principals of educational psychology, adolescent growth, and development;

Principles and practices of organizational leadership, including the ability to lead change process;

Program management and implementation guidelines;

Collecting and assembling data to generate reports;

Budget preparation and control.

ABILITY TO:

Plan, organize and direct the development of the program;

Analyze data and evaluate program needs;

Communicate effectively with school districts and community partners regarding program;

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;

Work independently with little direction;

Write, and implement grants;

Provide written updates related to grant progress, including providing presentations;

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;

Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master’s degree in education, public administration, social work or related field and a minimum of five (5) years of school site and/or district level administration experience is required. Knowledge of, or experience with county health and human services is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid California Teaching Credential or Pupil Personnel Services Credential
 Valid License in Clinical Social Work (LCSW) license, License in Marriage Family Therapy (LMFT) - or other license administered by the California Board of Behavioral Sciences preferred.
 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: DocuSigned by:
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 Khushwinder Gill, Ed.D. Date
 Assistant Superintendent-Personnel Services

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 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools