

SANTA CLARA COUNTY OFFICE OF EDUCATION

ASSISTANT SUPERINTENDENT – YOUTH HEALTH AND WELLNESS DIVISION

BASIC FUNCTION:

Under the supervision of the County Superintendent of Schools, oversees, plans, organizes, directs, and reviews departments, projects, programs, and initiatives of the Youth Health and Wellness Division. The responsibilities for oversight includes, but may not be limited to the following areas: health and wellness strategic planning and policy development; implementation of Santa Clara County Office of Education (SCCOE) operated School-Based Wellness Centers and other student health and wellness programs; coordination and implementation of county wide school-based health systems including behavioral and physical health; local and statewide technical assistance in the area of Medi-Cal and Commercial billing; professional learning, technical assistance and support related to health and wellness and other departments, programs and initiatives as may be assigned. This is an executive certificated administrator position and a member of the County Superintendent's Cabinet.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Manages programs, projects, initiatives, and departments using proven organizational design and research-based organizational theory.

Ensures the SCCOE has a strong, credible, reliable, and respected role with and among various groups and establishes network and relations with health and wellness organizations for the purposes of establishing partnerships and securing funding for health and wellness programs.

Provides relevant and timely information to the County Superintendent on health and wellness related matters; informs and updates the County Superintendent and Cabinet on youth health and wellness projects, operational changes, and service level objectives.

Assists in the development of strategic goals and actions related to health and wellness, makes recommendations, develops plans, and implements them as approved.

Supervises the planning, implementation, and operation of county operated youth health and wellness programs, including school-based wellness centers, pediatric diagnostic centers, etc.

Leads technical assistance and supports for districts in securing funding and implementation of Community Schools including but not limited to family engagement and integrated support services.

Supervises the planning and implementation of health and wellness professional learning and technical assistance for LEAs, community partners, families, and students.

Supervises the planning and state-wide implementation of technical assistance and professional development in the area of school Medi-Cal and commercial billing.

Oversees the annual budget for the Youth Health and Wellness Division and responds to auditor concerns and findings; identifies new funding sources and secures funding to expand and sustain services.

Assistant Superintendent-Youth Health and Wellness Division continued**Page 2**

Supervises the planning and implementation of health systems that increase revenue for the provision of school-based health and wellness services and increases coordination of care across service providers throughout the county.

Develops, sustains, and supports districts as they develop and sustain exemplary health and wellness programs, based on a thorough knowledge and understanding of current research in health and wellness.

Provides responsive advice, counsel, and education to administrators, faculty and staff on health and wellness issues and trends; monitors research and law to forecast the impact of changes upon the delivery of school-based health programs and professional learning services by and for the SCCOE.

Initiates, establishes, and maintains critical liaisons and partnerships with local, regional, and state agencies which link with, and support SCCOE programs; works effectively with diverse groups and points of view; listens to and communicates effectively with staff, students, and members of the community.

Develops, reviews, and monitors project management standards for new and ongoing youth health and wellness projects.

Administers and interprets statutes, regulations, and policies concerning the legal responsibilities of the Youth Health and Wellness Division; reviews business and administrative health and wellness processes for the possible application of new youth health and wellness practices.

Creates and leads highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization as a whole.

Commits to exercising a collaborative, servant-leadership style in working with staff, solving problems, and implementing change; directs, reviews, and approves assigned personnel management functions, such as, hiring and termination, staff development, employee evaluation and discipline in a manner which inspires outstanding performance and morale.

Coordinates and guides development and implementation of plans based upon the SCCOE's goals and objectives; provides leadership, directs, administers, and supervises assigned SCCOE-wide programs and initiatives.

Represents the County Superintendent and/or serves as their alternate on external committees, commissions, task forces, or other similar bodies as assigned and/or properly designated.

Oversees the departments, projects and programs assigned to the Youth Health and Wellness Division and monitors the progress and completion of tasks.

Maintains consistent and clear communications with SCCOE administrators and staff regarding educational plans, timelines, needs, and vision.

Assures the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and SCCOE regulations.

Applies excellent internal and external customer service and directs staff in developing excellent customer service practices; applies and uses effective interpersonal skills (tact, patience, courtesy).

Completes other duties as assigned.

REQUIRED MINIMUM SKILLS AND ABILITIES:

Mastery skill in communicating in critical situations, both orally and in writing; mastery skill in financial and statistical analysis and control; mastery skill in creative and adaptive program planning, design, implementation, maintenance, and evaluation; mastery skill in working with personnel management decisions; mastery skill in working with others in both authority and non-authority relationships on a routine basis.

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

General overall knowledge of SCCOE's services and responsibilities of departments;
Budget preparation and control;
Applications, current research, and innovations in health and wellness and program evaluation;
Medi-Cal and commercial billing systems and processes;
State and Federal accountability systems and measures, and how measures are calculated;
Local, State and Federal legislation, related to school and youth health and wellness;
General knowledge of Education, Behavioral Health, Managed Care Plan, Department Health Care Services;
Non-traditional/creative approaches to problem solving;
Specialized techniques for analyzing collected data;
Oral and written communication skills;
Interpersonal skills using tact, patience, and courtesy;
Operation of a computer and assigned software.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;
Forecast trends and set direction for the SCCOE, and participate in planning for/with external agencies;
Speak and present to groups, facilitate meetings, training programs, and development discussions; Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;
Interpret, apply, and explain rules, regulations, policies, and procedures;
Operate a computer and assigned office equipment;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

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 from an accredited college or university with major course work in California elementary or secondary education, social work, counseling, psychology, marriage and family therapy and pupil personnel services within schools; a doctorate is preferred; extensive knowledge of or experience with school-based health and wellness programs; eight (8) or more years of job-related progressive school site administration and/or central office leadership experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary teaching credential or Pupil Personnel Services credential
Valid license in clinical social work or marriage and family therapy preferred
Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Duties are performed in an office environment while sitting at a desk, at program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule, which may include evening and weekend hours. Incumbents are subject to extensive public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

PHYSICAL DEMANDS:

Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds.

DocuSigned by:
Larry Oshodi
84A286968D5B4A4... 3/10/2023 | 2:13 PM PST

Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

DocuSigned by:
Mary Ann Dewan
72890FED1E52493... 3/10/2023 | 1:53 PM PST

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