

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: COORDINATOR - EMPLOYEE ASSISTANCE**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Director-Employee Assistance, delivers a comprehensive program that promotes employee wellness (physical, emotional, intellectual, social, spiritual, environmental, occupational); develops and implements program goals and objectives; coordinates projects and events; demonstrates impactful leadership skills by connecting our work to student impact.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provides technical, specialized, consultative, advisory services to individuals and teams; provides direction and leadership to interpret data in the development and implementation of the strategic plan; serves as a resource to program representatives and the SCCOE.

Designs professional learning to increase employee wellness awareness and to support SCCOE values.

Supports the equity initiatives of the SCCOE; coordinates and guides efforts to define, understand, assess, foster, and cultivate an equitable workplace culture.

Develops, promotes, and leads an organization-wide comprehensive employee wellness program.

Plans and implements classes, speakers, seminars, training, and assessments and other resources that promote employee wellness (physical, emotional, intellectual, social, spiritual, environmental, occupational).

Provides instruction, coaching, and feedback using skilled modeling of adult learning principles and facilitation techniques; prepares and coordinates professional development with other SCCOE experts that supports key SCCOE initiatives; supports other SCCOE staff in the delivery or proven facilitative skills to promote learner engagement, reflective practice, critical thinking, and skill acquisition; works with leaders and teams to sustain professional development efforts by building local capacity.

Uses direct and indirect assessment techniques to ensure proper program evaluation; has capacity to analyze data to improve employee engagement and organizational effectiveness; uses data to identify skills or knowledge gaps that need to be addressed; uses research and best practices to stay current in wellness initiatives; assesses wellness initiative effectiveness and determines the outcomes on employee impact.

Provides technical, specialized, consultative, advisory and planning services; plans, organizes and provides advisory services in the development and implementation of programs and projects related to employee wellness; creates content for leadership development; provides professional learning opportunities to SCCOE staff.

**COORDINATOR - EMPLOYEE ASSISTANCE continued**

Maintains an employee wellness website and collaborates with SCCOE stakeholders to share information across various platforms; assists with department, division, and organization planning activities.

Assists the assistant director and director in the development of goals, policies, and procedures relevant to the operation of the employee wellness program.

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.

Researches and applies for grants; manages grant applications provided to the employee wellness program.

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

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.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization, leadership, and engagement theory;  
Training methods, program planning, instructional techniques, adult learning, and group facilitation and dynamics;  
Leadership strategies to facilitate the development and implementation of a wellness program for all members of the SCCOE community;  
Management and organization techniques that cultivate a safe and productive learning and working environment; leading the SCCOE community using various wellness initiatives and resources;  
Adult learning theory, instructional design techniques, change management, group facilitation and dynamics.

**ABILITY TO:**

Make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold others to the same standard;  
Build a collaborative culture of teaching and learning informed by professional standards and focused on employee wellness;  
Collaborate with stakeholders to address diverse interests and mobilize resources;  
Develop and implement program goals and objectives;  
Apply organizational and interpersonal skills and knowledge;  
Serve as a resource to program representatives and the SCCOE;

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Conduct special studies and in- services;  
 Coordinate professional development institutes, events, and conferences;  
 Communicate effectively both orally and in writing;  
 Establish and maintain cooperative and effective working relationships with others;  
 Operate a computer and assigned office equipment;  
 Analyze situations accurately and adopt an effective course of action;  
 Apply and interpret relevant laws, codes, regulations, policies and procedures;  
 Collect and assemble data and navigate assigned software systems;  
 Meet schedules and timelines;  
 Work independently with little direction and cooperatively with individuals and teams  
 Plan and organize work;  
 Maintain records and files;  
 Prepare comprehensive narrative and statistical reports;  
 Serve as a healthy role model for employees, exemplifying a lifestyle that reflects healthy behavior, wellness choices, and nutrition;  
 Lead as an expert on health and wellness content knowledge;  
 Lead through a continuous growth mindset for self and others;  
 Utilize emotional intelligence;  
 Utilize effective public speaking techniques.

**SCCOE LEADERSHIP 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 and trusting relationships;  
 Conducts operations with the highest moral, legal, and ethical principles.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree in health education, physical education, psychology, counseling, social work, social science or a related field required; Master's degree preferred.  
 Three (3) or more years of experience in wellness program development or a related field.  
 Three (3) or more years of school site leadership experience

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Administrative Services Credential  
 Valid California Teaching or Pupil Personnel Services Credential  
 Valid California driver's license

**WORKING CONDITIONS:**

Office environment;  
 Driving a vehicle to conduct work;  
 Evening and variable hours to attend events, meetings, conferences.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
Dexterity of hands and fingers to operate a computer keyboard or other office equipment;  
Seeing to read a variety of materials;  
Sitting or standing for extended periods of time;  
Ability to move light objects weighing less than 30 pounds short distances.

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*Larry Oshodi*  
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Approved: Larry Oshodi Date  
Assistant Superintendent-Personnel Services

DocuSigned by:  
*Mary Ann Dewan*  
72890FED1F52493... 1/19/2022 | 8:57 AM PST

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