

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – YOUTH HEALTH AND WELLNESS - TECHNICAL ASSISTANCE AND SUPPORT

BASIC FUNCTION:

Under the direction of the Executive Director – Youth Health and Wellness oversees, evaluates and ensures the provision of technical assistance and supports related to school-based health and wellness; coordinates countywide efforts to increase training and support to educators in the area of health and wellness; supervises and evaluates the performance of assigned personnel; oversees initiatives to address the overall health and wellness of youth including physical, visual, dental and nutritional health.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops and coordinates the provision of professional learning opportunities of educators, students, and community in relationship to youth health and wellness.

Oversees the design and implementation of technical assistance to districts including school-based health and wellness, community schools, attendance and engagement, school-based billing and other programs as assigned.

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.

Assists and coordinates with districts and SCCOE staff and provides training on health-related education codes.

Ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students in areas of absenteeism, social/emotional well-being, grades, physical health, and other wellness indicators.

Serves as a resource to districts and the SCCOE staff in their development of a comprehensive training plan to increase knowledge and capacity of educators to support youth health and wellness needs.

Assists in the development and maintenance of partnerships with a wide variety of public and private agencies to support increased outcomes in student health and wellness, coordinates activities and programs, exchange information and maintains positive communication.

Increases the capacity of schools to recognize the risk factor for mental health problems; recognizes early signs and warning signs of more severe problems.

Represents the 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.

Coordinates and plans for the provision of technical assistance budget, plan and fund various health and wellness 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.

Writes, oversees, and manages school-based wellness program grants.

Coordinates 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;
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:

Any combination equivalent to a master’s degree in education, public administration, counseling, social work or related field and a minimum of two (2) years of school site and/or district level administration experience is required. Knowledge of, or experience with school-based health and wellness programs and professional development and training.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid Pupil Personnel Services Credential or Teaching 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

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

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