

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - YOUTH HEALTH & WELLNESS STRATEGIC INITIATIVES

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes, and manages the strategy and projects related to the integration of health, mental health, and education systems; establishes strategic partnerships with organizations within the county, region, and state; works with a variety of departments throughout Santa Clara County Office of Education (SCCOE) to support the implementation of county, regional, and statewide health and wellness initiatives; supervises and evaluates the performance of assigned personnel; performs other duties as assigned.

REPRESENTATIVE DUTIES:

Plans, organizes, and manages large-scale projects involving multiple agencies across SCCOE, Santa Clara County and the state of California to coordinate and implement the integration of health, mental health, and education systems.

Supports collective impact of system integration by building and fostering long-term working relationships with districts, county offices of education, organizations and other partners to establish communication and collaboration to enhance programs and services at the county, region, and state levels.

Acts as a liaison between multiple partners, at the county, regional, and state level.

Provides leadership and support in the design and implementation of initiatives focused on the integration of health, mental health, and education systems related to social determinants of health at the county, regional, and state level.

Organizes and facilitates meetings with county, regional, and state partners related to SCOE initiatives; compiles materials and makes presentations on a variety of health, mental health, and education systems-related topics.

Initiates and develops proposals to engage potential partners for new projects on behalf of SCCOE.

Develops goals, action steps, and timelines for initiatives.

Analyzes project outcomes and prepares reports on findings; collects data and reviews and develops communication tools to disseminate information regarding initiatives and program offerings

Supervises and evaluates the work of assigned personnel

Provide high level technical assistance to all Youth Health and Wellness initiatives

Attends meetings and conferences; performs other duties as assigned.

Travel locally and within the county or state as appropriate using own transportation to conduct work assignments.

OTHER DUTIES:

Performs duties as assigned.

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

Intersectionality of health, mental health, and/or educational programs related to social determinants of health;

Due process in terms of special education conflict resolution;

Healthcare system as it relates to the position;

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

Hospital system as it relates to the position;

Local and state guidelines and requirements concerning special education;

Principles and practices of project development, management, implementation, administration, and evaluation;

Practices and policies of county and/or state agencies;

Current issues and legislation related to health, mental health, and education systems; funding, budget development, and management;

Grant writing; public speaking, presentation, and facilitation techniques;

Standard software applications including standard video conferencing platforms;

Effective leadership, facilitation, and goal-setting strategies; grant development, application, and administration;

Budgeting principles and processes;

Effective staff development methods;

ABILITY TO:

Skill and ability to direct, organize, and supervise strategic initiatives and develop long and short-range goals and objectives;

Initiate, coordinate, lead, and implement projects between SCCOE departments and county, regional, and state agencies;

Develop and maintain positive working relationships with SCCOE and district personnel, and educational, business, and community agencies at the county, regional, and state level; develop measurable goals and objectives, set priorities and evaluate progress toward achievement;

Model strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds;

Communicate effectively in both oral and written forms;

Present technical ideas and concepts in non-technical terms both individually and in groups; understand and interpret to others complex laws, rules and regulations, and policies pertaining to programs and services; research, acquire, and evaluate appropriate data for effective problem solving and/or decision making;

Use standard software applications for technical writing, data management, and budget monitoring; effectively select, train, and supervise assigned personnel; develop budgets and monitor expenditures.

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, program administration or related field and five (5) years of increasingly experience in school administration or related field and five (5) years of experience in special education programs or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential;
Valid Special Education or PPS credential;
Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment;
School 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.

	DocuSigned by: <i>Larry Oshodi</i> <small>84A286968D5B4A4</small>	10/11/2023 3:32 PM PDT
Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Dr Mary Ann Dewan</i> <small>72890FED1F52493...</small>	10/11/2023 3:27 PM PDT
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date