

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR – YOUTH HEALTH AND WELLNESS

#### BASIC FUNCTION:

Under the direction of the Assistant Superintendent – Professional Learning and Instructional Support oversees, evaluates and ensures the provision of technical assistance for school based health and wellness services including school site based wellness centers; coordinates countywide efforts for mental and social-emotional health services for students; works with community partners to develop protocols for referral of students to community, school and district resources and streamline access to mental health services for students; 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:

Leads efforts to increase access to health and wellness services at school campuses.

Establishes school and community structures that promote mental health, provides prevention and early intervention for mental health issues and streamlines access to mental health treatment.

Supervises programs and services related to physical health and wellness services and resources at school campuses; develops and sustains partnerships related to youth and wellness resources.

Oversees and coordinates technical assistance and evaluates the effectiveness of school site based mental health services; leads coalitions of community partners to expand social-emotional wellness efforts of students to schools, including school-based wellness centers.

Oversees the 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 multi-tiered system of mental health services for school-aged children and their families; Support schools in recognizing the early signs of mental health issues.

Works with experts regarding a multi-tier pyramid of interventions that include social and behavioral interventions.

Develops and maintains partnerships with a wide variety of public and private agencies to support student achievement, coordinate activities and programs, exchange information and maintain positive communication.

Leads collaborations with community partners to coordinate physical health and mental health services and enhance student outcomes.

Provides assistance to local, regional and State leadership teams in the form of ongoing training and updates to build the capacity of the district and school teams; provide resources and training to school-based teams.

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

Works with school districts to establish school-based teams that are integrated into existing school district structures for Professional Learning Communities and MTSS.

Represents the SCCOE when assigned by the County Superintendent on committees and other working groups focused on physical and emotional health and wellness of youth.

Attends conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

Oversees programs to coordinate countywide protocols with healthcare for youth as they transition to and from healthcare settings and school.

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

Oversees the expansion of the Community Schools Program initiative in Santa Clara County or similar initiatives focused on comprehensive whole child services.

Represents the SCCOE on the Santa Clara County Child Death Review Team.

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

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 AND ABILITIES:****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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: 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 Pupil Personnel Services Credential  
Valid License in Clinical Social Work (LCSW) license or License in Marriage Family Therapy (LMFT)-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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Authorized:	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">Mary Ann Dewan, Ph.D.</td> <td style="width: 30%; text-align: right;">Date</td> </tr> <tr> <td>County Superintendent of Schools</td> <td></td> </tr> </table>	Mary Ann Dewan, Ph.D.	Date	County Superintendent of Schools	
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