

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – SAFE AND HEALTHY SCHOOLS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Student Services and Support Division, plans, organizes, directs, administers, coordinates and implements a broad range of services related to the school climate and student health and wellness program; researches, creates and delivers professional development using a Multi-Tiered Systems of Support Framework for the County Office and participating school district staff; provides leadership and support in improving district and school climates and to increase student health and wellness, academic performance and successful schools; directs the Northern California Positive Behavioral Interventions and Supports (PBIS) technical assistance center, TUPE grants, and related grants and contracts; supervises and evaluates the performance of assigned personnel; works with the Santa Clara County School Climate Leadership Team in order to create a collaborative partnership with other Santa Clara County agencies, districts, and community based organizations in order to develop engaged students, healthy families, safe schools, and strong communities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, directs, administers, coordinates and implements a broad range of services related to school climate and student health & wellness programs for the county office and school districts; supervises and directs Foster Youth and Homeless Educational Services.

Provides professional development and consultation to increase prevention strategies using a multi-tiered systems of support framework available to district and schools that promote positive school culture and climate and student health and wellness.

Provides training, assistance and support to districts and schools to understand and promotes healthy social and emotional development and develops protective factors in all children and their families.

Receives requests for staff development; assesses specific training needs; researches materials and latest studies relevant to specific staff development topics; assists in developing capacity building and sustainability plans for districts, schools, and consortia.

Reviews program needs based on the analysis of appropriate data and recommends program changes accordingly.

Disseminates information through multiple media; supports districts in the development and implementation of school climate, discipline, and student health and wellness; develops and coordinates resources and services within related private, regional, state and federal programs.

Develops and maintains partnerships with a wide variety of public and private agencies (Santa Clara County agencies, Interagency Collaborative, courts, law enforcement, community based organizations, colleges, etc.) to support student achievement, coordinate activities and programs, exchange information, and maintain positive communication.

Coordinates and chairs school climate and student health & wellness state and local conferences, advisory committees, leadership teams, and serves as a liaison between the CDE and school districts.

Directs planning, organizing, and coordination of training and technical assistance for the Northern California PBIS Technical Assistance Center.

Researches, coordinates, writes and submits grants related to school climate and student health and wellness programs.

Manages full scope of awarded grant-related programs inclusive of budgeting, staffing, coordination with outside and partnership agencies, compliance, review and reporting.

Prepares a variety of district, county, state and federal reports in order to ensure compliance and/or secure funding.

Attends meetings and conducts program presentations to local, regional, and state agencies as necessary.

Develops and prepares the annual preliminary budget for assigned programs and projects; 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.

Attends and conducts a variety of meetings as assigned; participates on and provides support to a variety of advisory and other county, regional and state committees; serves as a member of assigned teams.

OTHER DUTIES: Performs related duties as assigned.

KNOWLEDGE:

School climate and student health and wellness systems, practices, interventions, and theories (i.e. PBIS, Olweus Bullying Prevention, TUPE, Fit for Learning, Coordinated School Health);

Multi-tiered Systems of Support Framework;

Response to Interventions;

Strategic planning including educational policies;

Interpretation and use of assessment results;

Program evaluation standards;

Professional development in designing, interpreting, and using assessment;

Budget preparation and control;

Oral and written communication skills;

Principles and practices of administration, supervision and training;

Applicable laws, codes, regulations, rules, policies and procedures related to assigned activities;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Project management

ABILITY TO:

Plan, organize, control and direct the technical support and training related to school climate and student health and wellness;

Initiate, plan, direct and evaluate the development of training, staff development and conferences for county school and district staff;

Identify, promote, and implement resources for school improvement;

Direct, select, train and evaluate the performance of assigned staff;
 Communicate effectively both orally and in writing;
 Interpret, apply and explain codes, rules, regulations, policies and procedures;
 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;
 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in education, counseling, or related field and five (5) years increasingly responsible experience in school climate and student health and wellness development.

LICENSES AND OTHER REQUIREMENTS:

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

Approved: Anisha Munshi 9/24/18
 Anisha Munshi, Ed.D. Date
 *Director-Human Resources

*Authorized by the County Superintendent of Schools _____

Revised 7/1/16: Changed from Director I to Director II
 Revised 9/11/18: Changed from *under the direction of Chief Academic Officer* to Chief Schools Officer
 Revised 9/24/18: Changed Chief Schools Officer to Assistant Superintendent-Student Services and Support Division