

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III – PHYSICAL HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the assigned supervisor, directs and oversees the daily operation, management and administration of the Physical Health and Wellness Department; plans, implements and evaluates physical health and wellness programs for diverse student populations; supervises technical assistance, professional development, and physical health and wellness related direct services; provides guidance and recommendations on programs, structures and policies that benefit the health and development of our school communities in Santa Clara County; collaborates and provides strategic planning to support with district and county-level teams to improve school community health outcomes; manages, coordinates, coaches, and evaluates classified and certificated personnel; and performs related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversees the implementation of support health services/initiatives (including physical, visual, dental, and nutritional) at schools and partnering agencies;

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions;

Assists the Grants, Partnership and Operations in grant preparation and submission of statewide grants; monitors the daily operations of grants related to Physical Health and Wellness.

Develops and prepares the annual preliminary Physical Health and Wellness budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; monitors revenue projections; coordinates the development of the annual preliminary budget as it relates to grant requirements.

Develops, strengthens, and implements school health policies that align with federal and state laws as well as regulations and best practices.

Develops and maintains partnerships with a wide variety of public and private agencies to support countywide health services.

Provides technical expertise, information, and assistance county-wide to district school health teams and administrators, providing updated information on new school health-related laws, regulations, and best practices.

Provides technical assistance regarding Physical Health and Wellness including but not limited to provision of training, coaching, professional development, and related opportunities.

Serves as a liaison between schools and the health care system.

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Convenes community of practice advocating for the health, safety, and wellness of students and staff; serves as a liaison to and other community health and safety programs.

Provides technical expertise, information, and assistance to the Assistant Superintendent, regarding physical health and wellness; assists in the formulation and development of policies, procedures, and programs as it relates to physical health and wellness; recommends proper organization structure for assigned programs and functions.

Represents the SCCOE and attends work groups, conferences, departmental and interdepartmental meetings throughout the state of California as assigned (and outside California as needed); provides expertise and technical assistance as needed; attends and participates in Santa Clara County Office of Education meetings and events.

Plans, organizes, and implements long and short-term programs and activities designed to develop programs and services related to physical health and wellness.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; collects and analyzes qualitative and quantitative data to assess and evaluate overall effectiveness; ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students in areas of physical health, grades, and other wellness indicators.

Writes, oversees, and manages Youth Health and Wellness grants as assigned.

Communicates with other directors, administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Supervises and evaluates assigned classified and certificated personnel.

Attends and conducts a variety of meetings as assigned for the Youth Health and Wellness Department; serves on a variety of related committees.

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:**

Regional, State, and Federal health compliance issues, mandates, and regulations;

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;

Regulations related to confidentiality and sharing of information between agencies and schools;

Grant writing and identifying deliverables;
 Budget preparation and control;
 Collecting and assembling data and navigating assigned software systems.
 Technical aspects of field of specialty.
 Applicable laws, codes, regulations, policies, and procedures.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
 Communicate effectively both orally and in writing;
 Design training and presentations tailored to different and unique audiences;
 Speak and present to groups, facilitate meetings, training programs, and development discussions;
 Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;
 Interpret, apply, and explain rules, regulations, policies and procedures;
 Operate a computer and assigned office equipment;
 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.
 Travel to different county offices, school districts and schools across California (and outside California as needed)

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 master's degree in education, program administration or related field and five (5) years of increasingly administrative responsible 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;
 Driving a vehicle to conduct work.

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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: 5/22/2023 | 8:14 AM PDT

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Larry Oshodi
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Larry Oshodi Date
Assistant Superintendent-Personnel Services

Authorized: 5/22/2023 | 8:00 AM PDT

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

Revised: 5/20/23 Title changed from Director II to Director III; duties updated.