

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – YOUTH HEALTH AND WELLNESS SPECIAL PROJECTS

BASIC FUNCTION:

Under the direction of an assigned supervisor in the Professional Learning and Support Division, oversees, plans, organizes, and directs the special projects related to youth wellness initiatives, specifically, the development of technical assistance for schools and districts throughout the state; assists with other duties as necessary to ensure successful response and implementation of special projects related to youth wellness.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develops strategic plans; establishes goals, builds consensus, identifies metrics and modes of data collection, identifies resources needed, and related activities in the development of technical assistance strategic plans.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Develops a comprehensive technical assistance guide for establishing wellness centers which includes current research on wellness trends, policies, protocols, presentations, user templates, student advisory, and data protocols.

Identifies and develops essential technical assistance components for wellness centers development, planning and implementation.

Develops a clinical supervision model and timeline.

Creates a series of PowerPoint presentations that explain how to use the tools, including data analysis, how to use the data to inform decisions, etc.

Creates a 3-year professional development calendar that includes internal and external professional learning opportunities aligned to our vision and informed by county data.

Develops informational parent workshops on behavioral health as part of the toolkit.

OTHER DUTIES:

Performs other duties as assigned.

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

Planning, organization, and direction of the special projects of the SCCOE;
SCCOE programs and operations;
Federal and State educational policy issues;
Applicable laws, codes, regulations, policies, and procedures;
Oral and written communication skills;
Principles and practices of administration, supervision, and training;
Interpersonal skills using tact, patience, and courtesy;

ABILITY TO:

Plan, organize, and direct special projects of the Assistant Superintendent
Communicate effectively both orally and in writing;
Interpret, apply, and explain rules, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer, assigned software and 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;
Operates a computer and assigned software programs;
Operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

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 or related field and five (5) years of experience in a certificated position, including three (3) years in an administrative capacity. Doctoral degree in educational leadership preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid Pupil Personnel Services Credential 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;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

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Approved: Larry Oshodi Date
 Assistant Superintendent-Personnel Services

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