

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR – YOUTH HEALTH AND WELLNESS

BASIC FUNCTION:

Under the supervision and direction of the County Superintendent of Schools or designee, supervises and is responsible for the health and wellness programs and services of the Santa Clara County Office of Education (SCCOE) and directly responsible for the following areas: health and wellness strategic planning; implementation of SCCOE operated School-Based Wellness Center and other health and wellness programs, health and wellness policy development and implementation of county wide school-based behavioral health systems, health and wellness policy; professional learning, technical assistance and support related to health and wellness. This position is designated as Executive Management.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Supervises the planning and implementation of county operated youth health & wellness programs, including, school-based wellness centers.

Supervises the planning and implementation of health and wellness professional learning and technical assistance for LEAs, Community Partners, Families and Students.

Supervises the planning and implementation of behavioral health systems that increase revenue for the provision of school-based health and wellness services and increases coordination of care across service providers throughout the county.

Develops, sustains, and supports districts as they develop and sustain exemplary health and wellness programs, based on a thorough knowledge and understanding of current research in health and wellness.

Provides responsive advice, counsel, and education to administrators, faculty and staff on health and wellness issues and trends; monitors research and law to forecast the impact of changes upon the delivery of school-based health programs and professional learning services by and for the SCCOE.

Initiates, establishes, and maintains critical liaisons and partnerships with local, regional, and state agencies which link with, and support SCCOE programs; works effectively with diverse groups and points of view; listens to and communicates effectively with staff, students, and members of the community.

Develops, reviews, and monitors project management standards for new and ongoing health and wellness service projects; administers and interprets statutes, regulations, and policies concerned with the legal responsibilities of the Youth Health and Wellness Division; reviews business and administrative health and wellness processes for the possible application of new practices.

Maintains consistent and clear communications with SCCOE administrators and staff regarding health and wellness plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Oversees and monitors contracts and partnerships with agencies who provide health and wellness supports

within Santa Clara County Schools and Programs.

Serves as spokesperson for SCCOE to various groups and establishes network and relations with health and wellness organizations for the purposes of establishing partnerships and securing funding for health and wellness programs.

Briefs the County Superintendent on health and wellness related matters; assists in the development of strategic goals and actions related to health and wellness, makes recommendations, develops plans and implements them as approved.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees; coordinates staff work assignments and schedules; and reviews staff work to ensure compliance with established procedures.

Creates and encourages the management of programs and departments using proven organizational design and research-based organizational theory; creates and leads highly energized teams, characterized by honest and open communication, mutual respect, and commitment to the organization.

Completes special projects as assigned.

Coordinates with members of the Superintendent's Cabinet; attends Cabinet meetings as assigned

OTHER DUTIES

Performs related duties similar to the above in scope and function as required.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

General overall knowledge of SCCOE's services and responsibilities of departments;
 Budget preparation and control;
 Applications, current research, and innovations in health and wellness and program evaluation;
 State and Federal accountability systems and measures and how measures are calculated;
 Local, State and Federal legislation, related to school and youth health and wellness;
 General knowledge of Education, Behavioral Health, Managed Care Plan, Department Health Care Services;
 Oral and written communication skills;
 Applicable laws, codes, regulations, policies and procedures;
 Interpersonal skills using tact, patience and courtesy;
 Operation of a computer and assigned software.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
 Communicate effectively both orally and in writing;
 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.

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 a master’s degree in education, public administration, social work, counseling 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 school-based health and wellness programs.

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

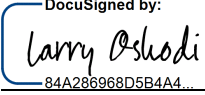
WORKING CONDITIONS:

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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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

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