

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - YOUTH HEALTH AND WELLNESS/COMMUNITY SCHOOLS

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Manager- Youth Health and Wellness/Community Schools supports Local Educational Agencies (LEAs), schools, and their respective communities to implement a full-service community school, as defined by the California Community Schools Framework; serves as a liaison, coach, and partner to local schools, LEAs, students, families, and other community members; works directly with community school staff and leadership teams and other partners to guide local communities toward school transformation in alignment with the four pillars of community schools: (1) Integrated Support Services; (2) Family and Community Engagement; (3) Collaborative Leadership and Shared Decision Making; and (4) Extended/Expanded Learning Time and Opportunities; establishes and models strong partnerships between agencies; works with the community to identify assets and needs; partners to develop infrastructure, build capacity, and expand site-based services, supports, and opportunities that lead to successful and equitable outcomes for children, youth, and their communities within Santa Clara County.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Works in partnership with schools, LEAs, students, families, community members, and other partners to support the implementation of a full-service community school in alignment with the California Community Schools framework.

Provides guidance and support to school and district staff and leadership related to establishing and building community school advisory councils that are reflective of their respective community, inclusive of members of the local community, such as students, family members, staff, and other partners, and function as decision-making bodies.

Provides coaching to leadership teams at local site-based community schools to promote collaboration and systems transformation; ensures teams are decision-making bodies with respect to site-level community schools planning and implementation.

Guides local community schools leadership teams to establish a shared understanding within the community; identifies priorities based on community needs, assets, and advisory council input; engages in collaborative leadership; develops community-centered programming; deepens and expands strategic community partnerships; ensures efficient coordination of referrals and support services; provides professional learning; monitors progress; and cultivates a campus environment that serves as a hub of the community and tends to the holistic well-being of children, youth, and their communities.

Offers training, coaching, and support to local districts, schools, and other partners related to community schools planning and implementation, including planning and co-facilitation of Transformational Learning Communities, open office hours, warmline management, and planning and co-facilitation of quarterly webinars for all members of the Santa Clara County community.

Develops and coordinates county resources and provides direct coaching to schools and LEAs within Santa Clara County.

Supports Santa Clara County educational agencies with community outreach and coordination.

Provides training and support to LEAs regarding the development of Memorandums of Understanding with partner agencies and community-based organizations that support the development and implementation of community schools.

Participates in Transformative Learning Communities and other technical assistance offerings provided by the Bay Area Regional Technical Assistance Center (RTAC); may also participate in technical assistance offerings provided by the State Transformational Assistance Center (STAC).

Develops long-term and short-term coaching plans with districts and schools within Santa Clara County.

Leverages training modules, resources, and tools provided by RTAC and STAC; employs these materials in coaching, planning, and professional learning sessions provided to LEAs and schools; designs and delivers training modules, resources, and tools to be used while supporting local invested partners.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to Santa Clara County Community Schools planning and implementation personnel and assigned activities.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions; assures appropriate application of bargaining unit agreements among staff.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends a variety of conferences, departmental, and interdepartmental meetings throughout California, and potentially other locations, as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE OF ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

California Community Schools Framework.

The Four Pillars of California Community Schools.

Community outreach and coordination.

Santa Clara County community-based organizations and local resources.

School-based mental health research and services.

County health and human services.
Training methods, program planning, adult learning, and group facilitation and dynamics.
Technical aspects of field of specialty.
Oral and written communication skills.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Regulations related to confidentiality and sharing of information between agencies and schools.

ABILITY TO:

Plan, organize, and manage the development the assigned program.
Analyze data and evaluate program needs.
Collect and assemble data, developing visual representations, and organizing data for different audiences.
Provide technical, specialized, consultative, advisory, and planning services in assigned area.
Communicate effectively with school districts and community partners regarding program.
Coordinate professional development opportunities with various invested partners.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Research and organize information.
Collect and assemble data, develop visual representations, and organize data for different audiences.
Navigate assigned software systems.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with minimal direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Travel frequently to different school districts and school sites within Santa Clara County; travel to different county offices, school districts, and schools across California, as required.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

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: bachelor’s degree with major coursework in education, psychology, social work, or related field and three years increasingly responsible related experience working with children, families and community groups in an educational setting, community-based organization setting, or related field with diverse communities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

School 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 by Personnel Commission: September 20, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/20/23