

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III – YOUTH HEALTH AND WELLNESS (YHW) – WELLNESS PROGRAMS

BASIC FUNCTION:

Under the direction of the assigned supervisor, directs and oversees the daily operations, management, and administration of the Wellness Programs Department; supervises technical assistance and professional development for wellness related services; coordinates countywide efforts for mental and social-emotional health services for students; works with community partners to develop protocols for service delivery on school sites; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Designs, implements, and supervises county-operated school-based wellness programs, inclusive of school-based wellness centers in partnership with districts and schools throughout Santa Clara County.

Assists in the development and maintenance of partnerships with a wide variety of public and private agencies to provide support and services to educators, students and families through school-based wellness programs including wellness centers.

Assists in the establishment of school and community structures that streamline mental health and wellness services on school sites.

Works with school districts to establish school-based teams that are integrated into existing school district structures to coordinate provision of mental health and wellness programs on school sites.

Works in collaboration with school district personnel and community providers to develop systems, structures and policies that streamline delivery of services to students through school-based wellness centers.

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

Oversees and facilitates Communities of Practices and Professional Learning Communities for County Operated Youth Health and Wellness Program staff, including School-Based Wellness Centers, district educators and community providers related to implementation and evaluation of school-based wellness programs.

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 Youth Health and Wellness staff.

Ensures data collection, analysis, evaluation, and reporting of the individual and county-wide impact of services on students regarding Health and Wellness Programs, including school-based wellness centers.

Writes, oversees, and manages school-based wellness program grants.

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Represents the SCCOE and attends work groups, conferences, departmental and interdepartmental meetings as assigned; provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

Prepares and maintains a variety of narrative and statistical reports, records and files related to assigned activities; increases county-wide data points around health.

Coordinates the development of the annual preliminary budget; 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.

OTHER DUTIES:

Performs related duties as assigned.

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

School-based mental health research and services;
County health and human services;
Regulations related to confidentiality and sharing of information between agencies and schools;
Medi-Cal certification and billing process;
Grant writing and identifying deliverables;
General principals of educational psychology, adolescent growth, and development;
Principles and practices of organizational leadership, including the ability to lead change process;
Program management and implementation guidelines;
Collecting and assembling data to generate reports;
Budget preparation and control.

ABILITY TO:

Plan, organize and direct the development of the program;
Analyze data and evaluate program needs;
Communicate effectively with school districts and community partners regarding program;
Interpret, apply and explain rules, regulations, policies and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Provide technical, specialized, consultative, advisory and planning services;
Work independently with little direction;
Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;

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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 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 county health and human services is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid Pupil Personnel Services Credential or Teaching Credential
Valid License in Clinical Social Work (LCSW) license, License in Marriage Family Therapy (LMFT) - or other license administered by the California Board of Behavioral Sciences 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.

Approved:	DocuSigned by:  <small>84A286968D5B4A4...</small>	5/22/2023 8:20 AM PDT
	Larry Oshodi Assistant Superintendent-Personnel Services	Date

Authorized:	DocuSigned by:  <small>72890FED1F52493...</small>	5/22/2023 7:24 AM PDT
	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date

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