

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – SCHOOL HEALTH

BASIC FUNCTION:

Under the direct supervision of an assigned supervisor, serves as a leadership team member to provide 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; 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; manages, coordinates, coaches, and evaluates classified and certificated personnel; performs other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans strategically to support and provide technical assistance for health services at schools.

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

Leads and coordinates collaborations and partnerships with the Santa Clara County Public Health Department.

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.

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

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.

Convenes a community of practice of school nurses and facilitates their development.

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Regularly serves as a liaison to the Santa Clara County Public Health Department and other community health and safety programs and collaborates with Santa Clara County Office of Education (SCCOE) programs and departments.

Builds bridges, acts as a facilitator, and specializes in collaboration, partnership-building, data collection, and advocating for the health, safety, and wellness of students, families, and staff.

Provides technical expertise, information, and assistance county-wide and to the County Superintendent regarding physical health and wellness and federal, state, and regional public health guidance; assists in the formation and development of policies, best practices procedures, and programs.

Attends and conducts a variety of meetings as assigned by the County Superintendent.

Communicates school health and safety priorities to district administration, site principals, staff, parents/families, community organizations and students using a variety of tools; engages stakeholders to support the connection between health and learning.

Conducts assessments of student health needs and evaluates school health policies, activities, and programs with the purpose of researching funding opportunities and advancing improvement efforts; uses data to develop funding proposals to support programs, services, and special initiatives and develops and manages a school health budget; uses best practices to evaluate activities.

Represents SCCOE and the County Superintendent at designated committees, commissions, task forces, work groups, conferences, and departmental and interdepartmental meetings throughout the state of California.

Provides professional development for local education agencies and county-wide school health services personnel on policies, best practices, professional growth, and the implementation of health-related programming.

Directs and evaluates the performance of assigned staff; interviews and selects employees; recommends transfers, reassignments, terminations, and disciplinary actions; monitors departmental position control; assures appropriate application of bargaining unit agreements among supervised staff; plans, monitors and evaluates staff development programs, as well as professional growth and improvement plans to address identified areas of need.

Directs the monitoring and reporting of community and student health and wellness.

Reviews research, reports, evidence, and data to understand trends in student health and advises the County Superintendent of these trends; recommends areas of reporting and advocacy; guides recruitment and training for school nurses and career pathways.

Leads efforts to support the effective implementation of student health related laws.

Prepares reports and conducts research as assigned on health-related issues and the impact on school operations, policy, and funding.

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OTHER DUTIES:

Performs other duties as assigned.

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

Regional, State, and Federal health compliance issues, mandates, and regulations;
 Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies, and procedures;
 National School Nurse Standards of Practice and the ability to apply standards to School Nurse practice;
 Nursing process and applying the nursing process to support student health and learning;
 Appropriate scientific theory as a basis for decision-making in nursing practices;
 Organizing and facilitating on-line meetings and training platforms, e.g., Zoom, etc.;
 Principles and praxis of administration, supervision, and training;
 Interpersonal skills using tact, patience, and courtesy;
 Public relations and speaking techniques.

ABILITY TO:

Design training and presentations tailored to different and unique audiences;
 Collaborate and build consensus amongst diverse groups and professional disciplines;
 Plan, organize, control and direct operations and activities of school health programs;
 Coordinate program and information with various departments, outside agencies, and the public for smooth and effective program operations;
 Apply appropriate scientific theory as basis for decision making in nursing practices;
 Supervise and evaluate the performance of assigned personnel;
 Develop cooperative relationships with legislative advocates and agents of the Public Health system;
 Communicate effectively both orally and in writing;
 Interpret, apply, and explain rules, regulations, policies, and procedures;
 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 prioritize work;
 Manage available budgets to meet the department's priorities and goals effectively.

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 Santa Clara County Office of Education operations with the highest moral, legal, and ethical principles.

DIRECTOR II – SCHOOL HEALTH continued

EDUCATION EXPERIENCE:

Any combination equivalent to a Bachelor’s degree in Nursing; five (5) years of demonstrated successful experience as a School Nurse or a Public Health Nurse; five (5) years of increasingly responsible experience in school nurse administration or leadership.

LICENSE AND OTHER REQUIREMENTS:

Administrative Services Credential
Current Registered Nurse (RN) License;
School Nurse Services Credential
Public Health Nurse Certificate; and
California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds; use hands and fingers to perform standard nursing procedures.

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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

Revised 8/4/23: Title changed from Director I to Director II; job duties updated.
Revised 10/27/23: job duties updated.