

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### CLASS TITLE: DIRECTOR III - EDUCATOR PREPARATION PROGRAMS - MENTAL HEALTH AND WELLNESS

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, supports the planning and implementation of the Santa Clara County Office of Education's (SCCOE) Educator Preparation Program (EPP) and its various initiatives; plans, organizes, manages, coordinates and implements a county-wide Mental Health Educator Pipeline; develops, implements, and maintains funding opportunities to create and sustain mental and behavioral health workforce development programs; develops and maintains partnerships to support the advancement of mental and behavioral health workforce development throughout Santa Clara County.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Provides training, technical assistance, and support to mental health and wellness pipeline program participants, districts, and Educator Preparation Program staff.

Develops processes and procedures that support credentialing and licensing in the areas of social work and pupil personnel services.

Maintains and develops partnerships with school districts, community organizations, Institutes of Higher Education (IHE) and Santa Clara County Office of Education (SCCOE) departments and programs, in the implementation and planning of the educator pipeline pathways as outlined in the narrative of the Educational Preparation Program Mental Health grant(s) as part of the educator pipeline.

Develops an infrastructure and design to create and implement mental health pre-apprenticeships and apprenticeships throughout Santa Clara County in partnership with community colleges and school districts.

Manages, the implementation of grants and scholarship funding for the Educator Preparation Program and the educator pipeline plan.

Provides information and assistance to the Executive Director and Assistant/Associate Superintendent regarding assigned functions and assessments; supports the formulation and development of policies in relation to mental and behavioral health credentialing, licensing, and workforce development.

Guides the development and implementation of information meetings and recruitment activities for mental and behavioral health workforce development activities.

Develops marketing and outreach plan to increase the number of applicants for grant awards and increase awareness around mental and behavioral health educator job and funding opportunities.

Manages the operation of the Student Management System (SMS) to perform specific duties as they relate to candidate applications and documents.

Builds relationships with IHEs, community colleges, community organizations, and school districts to create further growth opportunities and ensure sustainability of mental and behavioral health credentialing and licensing programs as well as professional development, mentoring, and job placement.

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Guides the coordination of mental and behavioral health professional development.

Serves as a program liaison to school district offices for program implementation.

Responsible for the Commission on Teacher Credentialing (CTC) required activities and supports the maintenance of the EPP CTC accreditation website.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to assigned activities.

Attends, participates, and presents at a variety of conferences, SCCOE events, departmental and inter-departmental meetings as assigned.

Provides subject area expertise and technical assistance as needed.

Supervises and evaluates the performance of assigned personnel.

**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;  
General principles 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;  
Program planning, instructional techniques, adult learning, and group facilitation and dynamics;  
Technical aspects of the field of specialty;  
Applicable laws, codes, regulations, policies and procedures;  
Interpersonal skills using tact, patience, and courtesy;

**ABILITY TO:**

Plan, organize and direct the development of the program;  
Prepare and manage budgets;  
Analyze data and evaluate program needs;  
Collect and assemble data, generate reports, and navigate assigned software systems;  
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;  
Supervise and evaluate the performance of assigned staff;  
Communicate effectively both orally and in writing;  
Research, synthesize, and write for assigned areas;  
Establish and maintain cooperative and effective working relationships with others;  
Operate a computer, software systems, 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;
- 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 counseling, social work, or related field and a minimum of two (2) years of service with a Pupil Personnel Services Credential.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Pupil Personnel Services Credential in Counseling, Social Work, or School Psychology
- Valid California Administrative Services Credential
- Valid California driver's license

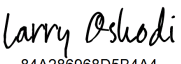
**WORKING CONDITIONS:**


**ENVIRONMENT:**

- Office environment
- Driving a vehicle to conduct work;
- Evening or variable hours to attend meetings or conferences.

**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 1/9/2024 | 3:11 PM PST  
 Assistant Superintendent-Personnel Services Date

DocuSigned by:  
  
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 Authorized: Mary Ann Dewan, Ph.D. 1/9/2024 | 1:12 PM PST  
 County Superintendent of Schools Date