

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER- PHYSICAL HEALTH AND WELLNESS

BASIC FUNCTION:

Under the direction of the assigned supervisor, the Manager- Physical Health and Wellness, researches, develops, coordinates, plans, and serves as liaison between students, families, district staff, and medical teams, following a developmental or behavioral diagnosis from the Pediatric Diagnostic Specialty Center; supports families with educational records and other requests made to the district; ensures timelines associated with educational assessments, meetings, and provision of school-based services are met; provides input on service recommendations and advises on feasibility within the school setting; facilitates communication between families, school staff, and medical teams, related to educational assessments, school-based services, supports, and timelines; develops procedures and protocols for liaison support; and serves as a resource to districts, families, and medical teams.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Researches, develops, coordinates, plans, and serves as liaison between students, caregivers/families, district staff, and medical teams following a developmental or behavioral diagnosis.

Supports families with educational records and other requests made to the district related to educational assessments, meetings, and provision of school-based services.

Coordinates with school teams and families to ensure that timelines associated with educational assessments, meetings, and provision of school-based services are met.

Provides input on service recommendations and advises on feasibility within the school setting.

Ensures that recommendations associated with educational services are appropriate for the school setting.

Develops procedures and protocols related to communication between teams, information sharing, and progress monitoring.

Develops messaging and collateral materials around the Pediatric Diagnostic Specialty Center.

Facilitates meetings between school districts and medical teams.

Serves as a resource to districts, the PDSC, and the SCCOE; serves on assigned task forces and committees.

Develops, coordinates, and provides training on the Pediatric Diagnostic Specialty Center, available school-based services and supports, other school-health initiatives, protocols, templates, and resources.

Manager - Physical Health and Wellness continued

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

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 as assigned, provides expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

State and federal laws, court rulings, regulations and codes related to Special Education;
Due process in terms of special education conflict resolution;
Research, policy, systems of services to children with special needs;
Local and state guidelines and requirements concerning Special Education;
Collecting and assembling data to generate reports;
Budget preparation and control;
Oral and written communication skills;
Strong interpersonal skills;
Operation of a computer and assigned software.

ABILITY TO:

Interpret, apply, and explain rules, regulations, policies, and procedures;
Research and organize information;
Prepare comprehensive narrative and statistical reports related to assigned activities;
Meet schedules and timelines;
Provide technical, specialized, consultative, advisory, and planning services;
Serve as liaison to districts, the PDSC, and the SCCOE;
Analyze situations accurately and adopt an effective course of action;
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;
Models inclusive, effective, and authentic communication;

Manager - Physical Health and Wellness continued

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 from an accredited college or university in education, or related field; minimum of five (5) years of teaching experience in special education or other teaching experience (special education preferred); including increasingly responsible administrative experience in special education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential, Special Education Credential, or Pupil Personnel Services Credential in social work, school psychology or school counseling.
Valid California driver’s license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment co-located at the Santa Clara Valley Medical Center Pediatric Diagnostic Specialty Center
Driving 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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Larry Oshodi
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Approved: Larry Oshodi
Assistant Superintendent-Personnel Services

Date

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

Date