

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – SCHOOL HEALTH SYSTEMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Health Systems develops, coordinates, implements and assesses a statewide school health systems and billing technical assistance center; works in partnership with managed care plans, the Department of Health Care Services, government agencies, and educational agencies to maximize federal reimbursements for the sustainability of school health programs; provides technical, specialized, consultative, advisory and planning services in the area of school health and billing; serves as a resource to program representatives and school districts; serves as the Youth Health and Wellness Department project manager for grants or grant projects.

REPRESENTATIVE DUTIES:

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

ESSENTIAL DUTIES:

Manages the day-to-day operations of a statewide school health systems and Medicaid technical assistance center.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding evidence-based school health systems and practices inclusive of Interconnected Systems Framework and Compassionate Systems.

Researches, develops, and coordinates technical assistance to county offices of education, districts, and schools throughout California regarding best practices for implementing school Medicaid and billing programs including Local Education Agency Billing Option Program, School-based Medi-Cal Administrative Activities, managed and commercial care plan billing and other Medicaid programs.

Works with other state and county departments, district staff and community partners across California to present cross-systems applications of school health systems and Medicaid in education research and pedagogy; coordinates monthly statewide and/or regional leadership meetings.

Researches, develops, coordinates and implements school health workforce expansion programming including internship programs, mentorships, and clinical supervision programs.

Develops data collection, analysis, evaluation, and reporting structures that assess the state-wide impact of support provided to educational agencies including increased access to health services within schools, educational agency participation in Medi-Cal and commercial health insurance billing and increases in the amount of federal reimbursements by schools.

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 & Wellness staff.

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

Participates in the development of the annual preliminary budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; manages grant applications and provides support to districts, schools and the SCCOE in applying for grant programs as assigned by the position.

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 as assigned; travels throughout California to provide expertise and technical assistance as needed; attends and participates in SCCOE meetings and events.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

LEA Medi-Cal Billing, School Medi-Cal Administrative Activities, managed and commercial health billing.

Managed care organizations and plans.

Public school environments.

Evidence-based mental health and substance use practices.

Researching, synthesizing, writing and marketing training programs for assigned area.

Training methods, program planning, adult learning, and group facilitation and dynamics.

Collecting and assembling data and navigating assigned software systems.

Budget preparation and control.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Research, develop, coordinate, implement and assess staff development in accordance with State mandates and district, school, and curriculum needs for curriculum reform and school development planning.

Provide technical, specialized, consultative, advisory and planning services in assigned instructional area.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for the schools.

Conduct special studies and in-services.

Coordinate large professional development institutes and conferences.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Maintain records and files.
Prepare comprehensive narrative and statistical reports.
Travel to different county offices, school districts and schools across California

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 in public health, healthcare administration, business, finance, or other health related field and three (3) years of increasingly responsible related experience involving Medicaid or health insurance billing and the supervision of staff.

LICENSES AND OTHER REQUIREMENTS:

Valid California license in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology, or other health field preferred.
Medical billing and coding certification preferred.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Travels throughout California.
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: January 11, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 01/11/23