

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – SCHOOL WELLNESS PROGRAMS

BASIC FUNCTION:

Under the direction of assigned supervisor, the Manager – School Wellness Programs works in partnership with County Offices of Education (COE), Local Education Agencies (LEA), Managed Care Plans, Departments of Behavioral Health, and other government agencies throughout California to support the development of sustainable health and wellness systems of care within schools; provides technical assistance and specialized, consultative, advisory and planning services in the area of school health and behavioral health programming; serves as a resource to program representatives and school districts; supports the Youth Health and Wellness Department in writing and implementing grants or grant projects as assigned.

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:

Provides training and technical assistance to educational agencies, government agencies and community partners throughout California on evidenced-based school health systems and programs including, but not limited to Interconnected Systems Framework and Compassionate Systems Framework.

Provides and coordinates training on school-based evidence-based health & behavioral health practices and modalities to educational agencies across California including implementation of school Wellness Centers.

Provide training and technical assistance to community-based organizations and government agencies on best practices for provision of services within school settings.

Coordinates health and wellness partnerships with school, community, and government agencies.

Works with educational agencies throughout California to develop referral pathways and closed loop referral systems to increase coordination of care, increase access to services for students in schools and maximize federal reimbursement.

Assesses school-based health programs; analyzes data, develops a strategic plan with short-term and long-term goals, focused on building capacity to establish and sustain health & wellness programs on school campuses that provide services eligible to draw down federal reimbursements.

Attends a variety of conferences, departmental and interdepartmental meetings throughout California as assigned.

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

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.

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 AND ABILITIES:

KNOWLEDGE OF:

Schools and school-based health programs.

Medicaid.

Evidence-based health and behavioral health 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.

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:

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

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

Serve as a resource to program representatives and the SCCOE.

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: Master’s degree in Counseling, Social Work, Psychology, or a related field and three years of experience in an educational setting or setting serving children and youth, working with diverse communities, and at least one year of experience facilitating professional development, and providing training.

LICENSES AND OTHER REQUIREMENTS:

Valid California License in Nursing, Clinical Social Work, Marriage and Family Therapy, Psychology or other Health profession.
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