

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Student Wellness and School Culture

The job of Executive Director, Student Wellness and School Culture is responsible for leading and directing student and staff programs and services related to mental, physical, emotional well-being and positive and engaging school cultures; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and ensuring the accomplishment of SDCOE Strategic Plan, missions, goals and objectives. The Executive Director, Student Wellness and School Culture will be responsible for county, state and federal advocacy in related topics and serve as a member of the Student Services and Programs Division Leadership team.

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for ones actions and the resulting impact.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, school districts, community members, superintendent, county youth serving agencies, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, program management data systems, student information systems, etc.) for implementing policies and procedures and/or monitoring program components.
- Directs, student and staff wellness and positive and engaging school culture programs and service operations; the maintenance of services and the implementation of new programs and/or processes (e.g. state and federally funded programs, grant funded programs, Foster and Homeless Youth Services, Americorp etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, (e.g. , regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for identifying issues, developing recommendations, supporting other staff, and serving as a SDCOE representative.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. SDCOE internal budget and funders' requirements, grants, etc.) ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) in conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring, coaching, training, supervising, evaluating, providing professional development opportunities, etc.) maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, state, grants, site reports, etc.) documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities, (e.g. financial information, overviews of student programs/services, policies and procedures, etc.) providing general information, training others, and implementing actions.
- Researches a variety of topics (e.g. grants, community service organizations, longitudinal studies, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to inquiries of staff, district personnel, other professional organizations by providing information and/or direction as required.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, interagency boards, state superintendent, advocate, delegate representation, California Department of Education, Student Mental Health Workgroup, Mental Health Services and Oversight Commission, Children Youth and Family Behavioral Health Council, SDCOE, etc.) explaining procedures conveying and/or receiving and disseminating information, as needed, for the planning, developing and evaluating of services related to student, staff and family wellness, foster and homeless students and other related support services for students and school communities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Analyze situations to define issues and draw conclusions;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school climate and student health and wellness systems, practices, interventions and theories; pertinent laws, codes, policies, and/or regulations; standard business practices; teaching strategies; working with families; and stages of child development;

Concepts of grammar and punctuation;

Knowledge of community resources;

Demonstrate cultural competence while working collaboratively with diverse groups and individuals;

Principles and techniques of budget preparation and control;

Principles and practices of administration, supervision and training.

ABILITY TO:

- Manage a significant number of activities, meetings, and/or events;
- Analyze data utilizing defined but different processes;
- Operate equipment using a variety of processes;
- Work and communicate effectively with diverse individuals and/or groups;
- Establish and maintain-effective working relationships;
- Meet deadlines and schedules;
- Working with detailed information/data and maintaining accurate records;
- Maintain confidentiality;
- Facilitate communication between persons with frequently divergent positions;
- Work as part of a team;
- Lead, direct, and supervise staff.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.
May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Five (5) years of professional experience in an educational setting with demonstrated success in school climate, violence prevention and mental health & wellness promotion; and successful partnerships with law enforcement, mental/behavioral health, community-based organizations, probation, and foster youth, homeless or child welfare services in providing support to students and school communities including supervisory and administrative responsibilities in the improvement of educational programs; and

Education: Master's degree in education, education administration, or related field; or

Equivalency: Education and experience equivalent to a Master's degree in education, education administration, or related field and five (5) years of professional experience in an educational setting with demonstrated success in school climate, violence prevention and mental health & wellness promotion; and successful partnerships with law enforcement, mental/behavioral health, community-based organizations, probation, and foster youth, homeless or child welfare services in providing support to students and school communities including supervisory and administrative responsibilities in the improvement of educational programs.

Required Testing

N/A

Certificates

Valid CA Administrative Services
Credential

Valid CA Pupil Services Credential

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance

Drug Test

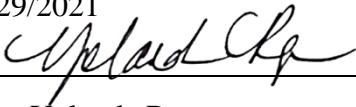
Physical examination including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 056

Approval Date: 01/29/2021

Approved by: 

Dr. Yolanda Rogers
Acting Asst. Superintendent, Human Resources

Revised: N/A