

## ASSOCIATE DIRECTOR OF HEALTH AND SOCIAL SERVICES

Classification: Administrator

Location: District Office or TBD

Reports to: Executive Director of Student and Family Support Services

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **Part I: Position Summary:**

Assist in planning, directing, and coordinating all functions of the Student and Family Support Services department, including: comprehensive school counseling program, school social worker program, School-Based Health Centers, mental health on-site program, substance use intervention program, oral health program, school nurses, crisis response team, family support team, annual winter food drive, and community partnerships. Works closely with District departments and schools to support students and families as well as administrative, teaching, and support staff.

### **Part II: Supervision and Controls over the Work:**

Serves under the administrative supervision of the Executive Director of Student Support Services. Is responsible for results in terms of effectiveness of planning, compliance with policies, and programs, quality of supervision, and contribution to achievement of district and department goals and objectives. Work is guided by, and must be in compliance with, federal and state law, operational direction of District leadership, policy direction of the School Board, and compliance with federal, state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

#### 1. Program Operations:

- a. Supports the Executive Director and related teams in ensuring the efficient and effective operation of student and family support programs.
- b. With the Executive Director, assesses and identifies current and future comprehensive

physical, social, and mental health needs and builds a plan and programs needed to achieve these goals.

- c. Implements, coordinates, and supervises the physical, social, and mental health comprehensive health plan, including utilizes data to inform interventions and to identify improvements over time.
- d. Assists in the preparation and monitoring of budgets in assigned areas and prepares grant applications as appropriate.
- e. Collaborates with district level departments and schools to ensure student and family support services are accessible in all schools across all grade levels.
- f. Supervises, evaluates, and directs the work of student and family support services personnel, including nurses, social workers, engagement specialists, outreach facilitators, community liaisons, family support team, homeless liaison, dental program staff, lunch buddy coordinator, and support staff.
- g. Participates in strategic planning and visioning with all stakeholders and in gaining buy-in and support of vision and goals.

## 2. Staff Supervision:

Assists Executive Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Developing and delivering staff training. Assures that all mandatory safety training is provided and completed in a timely manner.
- c. Fosters effective teaming and collaboration within the staff.
- d. Creates effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
- e. Participates in the performance evaluation of staff to include intervention when performance fails to meet expectations.

- ## 3. Communication and Support Services: Assists the Executive Director in fostering a culture of support, collaboration and teamwork that assures school programs are responsive and sensitive to the needs of students, parents and school staff. Creates a welcoming environment that provides flexibility and innovation in response to the needs of students, staff, families and the community. Assists in preparing school and parent communications. Responds to school and parent inquiries.

4. Accounting and Budgeting: Participates in department budget preparation, and in assuring that the department operates in conformance with the approved budget and financial control requirements.
5. Program Evaluation, Analysis and Feedback: Participates in assessment of program effectiveness and/or changing needs. Prepares documentation for reports and presents information as needed.
6. Leadership: Provides leadership in the comprehensive physical, social, and mental health programs that support students and families. Serves as acting director in the director's absence.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Possess or ability to obtain Oregon administrative license.
3. Minimum of three (3) years of progressively responsible and highly successful school administrative experience. Experience as a school principal is strongly preferred.
4. Strong knowledge of schools and education programs.
5. Skills in developing and maintaining relationships with a diverse community.
6. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
7. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective studies and reports.
8. Ability to work both independently and interdependently.
9. Ability to organize work, set priorities, and meet deadlines.
10. Valid state driver's license.

**Part V: Desired Qualifications:**

1. Bilingual ability in language(s) appropriate to the District's student and parent demographics.
2. Experience as a teacher, school counselor, social worker, or school administrator is preferred.
3. Three (3) years of progressively responsible and highly successful school administrative experience.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

May be exposed to infectious disease when assisting directly in student transportation.