



Job Description

POSITION TITLE:	Division Director, Comprehensive Health and Medicaid Services Educational Services	#6230
SALARY PLACEMENT:	Administrative Council Salary Schedule Range II	

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Division Director of Comprehensive Health and Medicaid services will work with school districts and other educational groups in developing evidenced-based professional development. This person will initiate and provide support for teachers, school nurses and schools to improve health education and increase student achievement. Develop and direct all health and nursing related programs and facilities at SJCOE. The position will design, convene partners, seek funding, and provide professional development to a diverse group of teachers, school nurses, prevention coordinators from multiple districts within the county of San Joaquin, the region, and the state.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid School Nurse Services Credential, and an Administrative Services Credential. Five years of educational administration experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in a health-related field. Five years of providing staff development in the area of health, nursing, or Medicaid. Experience managing multiple large and complex budgets; writing and managing educational grants awarded by the state, federal government, other agencies and foundations and activities that include partnerships with higher education institutions and state and national health, nursing, or Medicaid organizations. Experience managing a team of personnel throughout multiple sites within SJCOE. Experience developing, managing, and growing health and education programs. Knowledge of the Health Framework

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- program evaluation and data collection
- assigned software

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- extensive training, experience and skills related to health, nursing and or Medicaid
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Possess a valid California Credential and a valid Administrative Services Credential.

DISTINGUISHING CHARACTERISTICS:

The Division Director represents Range II of the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provide supervision of the fiscal functions.
14. Organize, implement, and deliver evidenced-based professional development in the areas of health, school nursing and prevention services.
15. Adhere to the Health Framework, School Nursing Framework and the Risk and Resiliency models.
16. Support the expansion of Medicaid reimbursement to school districts statewide.
17. Provide technical assistance to districts and schools.
18. Supervise selected health support services for the county office.
19. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.