



## Job Description

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<b>POSITION TITLE:</b>	<b>Director II, Comprehensive Health Department Educational Services</b>	<b>#6126</b>
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 2</b>	

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### **SUMMARY OF POSITION:**

Under the direction of the Assistant Superintendent for Educational Services and the Division Director of Comprehensive Health Programs Department, the Director II will determine the scope, direction, and overall goals, and directs the operations of local, state and federal prevention programs providing education and health leadership, research, guidance, resources, technical assistance, and training to California state agencies and policy makers, lead education agencies, public and private schools, afterschool programs, institutions of higher education, and youth-serving agencies.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree and valid California Teaching, Pupil Personnel Services, or School Nurse Services Credential and an Administrative Services Credential. Five years of experience in an educational setting and three years of educational administration experience.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Doctoral Degree. Possess an Administrative Credential. Five or more years working in education program development and oversight. Working knowledge of curriculum development, instructional and professional development, and program evaluation.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- operate a computer
- supervise, lead, and evaluate staff
- be flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets
- conduct and coordinate strategic planning for multiple, heterogeneous state and federal projects
- initiate, secure and sustain revenue and fiscal resources for multiple, heterogeneous state and federal projects
- coordinate with varied state and federal needs and priorities
- direct, coordinate and manage multiple local, state, federal, and health guidance, services, trainings, technical assistance, and resources

- evaluate, synthesize, and apply published scientific research and laws into organizational goals and statewide leadership, services, and projects
- hire, direct, and manage education and health professionals
- facilitate and negotiate resolution of complex issues and varying interests
- analyze and synthesize key issues and communicate them effectively in oral and written forms
- evaluate people and programs
- conduct research analysis
- effectively present information to top management, public groups, and policy makers
- work in conjunction with Behavioral Health Services to expand mental health access for students
- provide instructional leadership in family life education through expertise in demonstration teaching, coaching curriculum development and staff development activities
- coordinate and oversee managed health care plans and coordinated billing for wellness plans
- communicate effectively verbally and in writing
- work with accuracy and attention to detail

Possess:

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

#### **DISTINGUISHING CHARACTERISTICS:**

The Director II represents Range 2 of the Senior Management 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 and educational agencies, assessment and communication contractors, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, facilitate, or conduct a variety of meetings, staff development, professional development, committees, trainings, workshops, and/or conferences in order to present material and information concerning state and department programs, services, operations, and activities.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program and contracts.
12. Oversee and manage budgets.
13. Determine the scope, direction, and overall goals, and directs the operations of state education and health resource center.
14. Coordinate the Center's goals and operations with the California Department of Education, California Department of Public Health, Behavioral Health, Department of Justice, federal agencies, relevant legislation, other funders and collaborating agencies, and emerging needs.
15. Provide direction and leadership in developing innovative statewide services, research, and resources.
16. Secure and coordinate sustainable funding for the department; provides direction for resource allocation to achieve department goals and contracts' objectives; oversee procedures; direct, coordinate, and oversee the operation of prevention grants and contracts.
17. Provide direction and leadership in the development, composition, and objectives of county wide and state advisory committees.
18. Serve as an advisor to state and related education and health agencies, boards, and staff.

19. Represent the department on state and national committees.
20. Write grants to leverage funding.
21. Develop, direct, and update the department website(s) and other media to support the department goals and objectives.
22. Serve SJCOE as a mental health liaison for services and outreach.
23. 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, 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.

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