

DIRECTOR IV – WELLNESS SERVICES

BASIC FUNCTION:

Under the supervision of the Assistant Superintendent Curriculum and Instruction, plans and directs the wellness, inclusion, & mental health programs of the District. Fulfills the wellness and inclusion needs of the District by partnering with stakeholders to create instructional environments that support academic rigor, access, mental wellness, cultural relevance, and relationships that ignite the potential of each and every student as the norm; works to build the capacity of leaders to create inclusive environments that honor every student's ability, race, ethnicity, gender, socioeconomic status, language, and sexual orientation; develops and implements Districtwide education, outreach and training initiatives to promote and sustain a climate of diversity, inclusion, equity and respect; This role will include the coordination of behavioral and social emotional supports and interventions. The Director will also work closely with Curriculum & Instruction staff to support the purposeful integration of MTSS into instruction. Crisis response and coordination is another critical component of the role, and this person will provide direct support to schools in times of crisis while developing new and leading existing student and parent outreach efforts to ensure that our schools can identify and respond effectively to student needs. All these responsibilities will be met through the lens of equity.

REPRESENTATIVE DUTIES:

- Partners with the District's Student Services Department including the development of Multi-Tiered Systems of Support and bias free student discipline policies and partnerships with public agencies. **E**
- Coordinates mental health services and education to enhance access to services for family violence, suicide prevention, substance abuse and other crisis related issues. **E**
- Supports in conjunction with the Student Services Department the education of students who are pregnant and parenting as well as those students experiencing housing insecurity/homelessness, placement in Foster Care and other socioeconomic challenges via educational initiatives, partnership with community-based resources and family support services. **E**
- Oversees and supervises the development and monitoring of wellness centers on each school site. **E**
- Develops mental health supports at the District and School Sites including but not limited to: individual/family/parenting supports to address anxiety, grief, depression, social-relational issues, behavioral issues, trauma, etc., through the lens of equity. **E**
- Supervises and participates in evaluation of mental health and wellness staff. **E**
- Provides socio emotional supports through evidence-based curriculum. **E**
- Collaborates with internal and external personnel for the purpose of implementing and/or maintaining services and programs to create safe, healthy, and supportive learning environments for all students. **E**
- Creates staff development for the identification of early warning signs, referral process, prevention strategies, mental health crisis intervention, etc. **E**
- Provides technical assistance to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports at the district and school levels connected to the Professional Learning Community (PLC) process. **E**
- Collaborates with Student Services, Special Education, Health Services, Language Development personnel and counseling staff to better serve stakeholder groups. **E**
- Supports and collaborates with Student Services staff on threat assessment practices and protocols, including professional development. **E**
- Creates instructional environments that support academic rigor, access, cultural relevance, and relationships that ignite the potential of each and every student. **E**
- Serves as designee for county mental health/wellness network meetings. **E**
- Coordinates and collaborates with community agencies related to mental health to support district students and staff. **E**
- Pursues grants and other funding opportunities to augment the program and administer implementation. **E**
- Provides leadership in reviewing and revising those Board policies related to wellness, inclusion, and student programs. **E**
- Maintains manual and electronic documents, files and records for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines. **E**
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed. **E**
- Participates as a member or facilitator in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions. **E**
- Presents information on a variety of topics for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services. **E**
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of identifying the relevant issues and recommending or implementing a remediation plan. **E**

- Supervises and evaluates assigned personnel for the purpose of enhancing productivity of personnel and achieving department objectives. **E**
- Supports the Assistant Superintendent, Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals. **E**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. **E**

KNOWLEDGE OF:

Applicable state and federal laws, regulations, and compliance requirements governing education programs in California, State funding allocation methods. Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.

ABILITY TO:

Schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

SKILLS TO:

Perform multiple, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; and administering personnel policies and procedures; analyzing data; classifying data and/or information; conducting interviews; facilitating meetings; and interviewing techniques and practices.

EDUCATION AND EXPERIENCE:

Valid California Administrative Services Credential required.
 Valid Single Subject or PPS Credential with EL Authorization, CLAD, BCLAD, or equivalent.
 Site Administrative Experience required.
 Classroom Teaching Experience required.
 Demonstrated successful experience in organization and management.
 Bilingual in Spanish (preferred). Knowledge of Mixteco (preferred).

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License & Evidence of Insurability.

WORKING CONDITIONS:

Indoor classroom or Office Environment
 Driving a vehicle to conduct work at multiple school sites.
 Attend trainings and conferences as needed to conduct the scope of the position
 Monthly Board Meetings.
 Public Speaking for groups.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations.
 Dexterity of hands and fingers to perform extensive work at a computer.
 Ability to stand, walk, and sit frequently or for extended periods of time.
 Bending at the waist, kneeling or crouching to retrieve and store files.
 Seeing to read a variety of materials.

