

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director, Student Support & Health Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	9700	WORK YEAR:	12 Months
DEPARTMENT:	Student Support & Health Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Area Assistant Superintendent	HR APPROVAL:	05-30-12
		HR REVISION:	06-19-15

BASIC FUNCTION:

Plan, organize, control, and direct a wide range of social, emotional, behavioral, and health services to promote student academic success and remove barriers to learning. Work with community partners to leverage the resources of local and national organizations, businesses, government agencies, universities, interns, and volunteers.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide administrative leadership to the Student Support and Health Services, including the Student Support Centers; The Connect Center; Homeless Services; Mental Health Services; 504 accommodations; bullying prevention; Lesbian, Gay, Bisexual, Transgender, and Questioning Youth (LGBTQ) Support Services; Health Services; health access and advocacy; social and emotional learning; and student attendance improvement. **E**

Provide school health programs that assist students, families, and the community to reach optimal physical, mental, and social health in order to succeed in school and life. **E**

Provide services that span the areas of youth development, family services, academic enrichment, health, and mental health. **E**

Coordinate and direct District and collaborative partner agreements to integrate services at school sites, and obtain needed direct support and intervention services for children and families. **E**

Represent the assigned supervisor at various District and community meetings regarding health and children's issues. **E**

Coordinate division-wide sustainability funding and integrated services management; direct fundraising and grantsmanship activities of the department. **E**

Integrate system-wide school health programs in collaboration with other departments; provide orientation and in-service for school nurses, aides, and other employee groups; train division and District staff about leveraging community resources to support student and family needs. **E**

Direct the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the implementation of the district-wide strategic plan in accordance with key areas set forth in the Sacramento City Unified School District Strategic Plan. **E**

Manage all compliance and evaluation needs, activities, health fairs, parent nights, and grant-mandated training activities. **E**

Direct and coordinate provisions of indirect services and supports through collaborative agreements and memoranda of understanding; oversee referral and support services processes and protocols. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Collaborate with California Department of Education (CDE) staff as needed to support statewide and regional initiatives. **E**

Communicate and collaborate with other administrators, District personnel, health and human services agencies, city and county governments, non-profit organizations, businesses, parents, and community members to coordinate activities and programs, resolve issues and conflicts, and exchange information; model District standards of ethics and professionalism. **E**

Manage special projects in tandem with the County Department of Human Assistance, County Department of Health and Human Services, City of Sacramento, County Division of Mental Health, etc. **E**

Attend department, community, and collaborative partner meetings to promote the effective involvement and inclusion of children and families and Student Support and Health Services between educators, government, and community resources. **E**

Provide annual training for school sites to prepare and compete for planning or operational grants funded by CDE or other funding agencies; supervise the sustainability needs and help direct each Student Support and Health Services site's plan for becoming self-sufficient. **E**

Direct and manage annual marketing and performance outcomes plan; coordinate the achievement of targeted departmental results and manage the evaluation process based on clear and measurable outcomes. **E**

Foster a positive, outcomes oriented working environment for staff where productivity, teamwork, high performance, and innovative problem-solving are rewarded. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and four years increasingly responsible supervisory experience with a background in community-based organizations or public/private schools.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential or eligibility for the Administrative Internship Program appointment to the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of Student Support and Health Services.

Intervention services for children and families.

The District's strategic plan, vital signs, and puzzle pieces.

Emergency/disaster practices.

Budget preparation and control.
 Grant writing, fundraising strategies, program management, and report writing.
 Policies, objectives, and terminology related to assigned duties.
 Applicable laws, codes, rules, and regulations.
 District organization, operations, policies, and procedures.
 Interpersonal skills using tact, patience, and courtesy.
 Effective oral and written communication skills.
 Principles and practices of management, supervision, and training.
 Evaluation approaches, strategies, and techniques.
 Operation of a computer and related software.

ABILITY TO:

Plan, organize, control, direct, and provide administrative leadership to Student Support and Health Services.
 Coordinate and direct District and collaborative partner agreements to integrate services at school sites, and obtain needed direct support and intervention services for children and families.
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Direct fundraising and grantsmanship activities.
 Prepare comprehensive narrative, statistical, and fiscal/budget reports.
 Establish and maintain effective working relationships with staff, parents, and public.
 Communicate effectively, both orally and in writing.
 Read, interpret, and apply rules, regulations, policies, and procedures.
 Maintain current knowledge of laws and personnel practices.
 Analyze situations accurately, and prepare an effective course of action.
 Plan and organize work effectively; meet schedules and timelines.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related software.
 Meet State and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits through District-offered plans.

(Former Job Title: Director III, Integrated Health and Support Services)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

José L. Banda, Superintendent

Date