

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Student Support & Health Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9842	WORK YEAR:	12 Months
DEPARTMENT:	Student Support & Health Services	SALARY:	Range 23 Salary Schedule A
REPORTS TO:	Assistant Superintendent of Student Support	HR APPROVAL:	6-9-2022
		CABINET APPROVAL:	6-9-2022

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. Promote and protect the health, well-being and safety of all district school sites, applicable charter school sites, departments, and surrounding community. Work with community partners and stakeholders to leverage the resources of local and national organizations, businesses, government agencies, universities, interns, and volunteers in providing school-based services and supports.

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 Health and Support Services Department, including the Student Support Centers; The Connect Center; Homeless Services; Foster Youth Services; School-Based Mental Health Services; Mental Health Crisis Team Coordination; Lesbian, Gay, Bisexual, Transgender, and Questioning Youth (LGBTQ) Support Services; Health Services; General Education Home & Hospital Instruction, Hospital Teachers, Pregnant and Parent Students; District 504 Accommodation Coordination; health access and advocacy; social and emotional learning; student attendance improvement, and overall academic success and well-being. **E**

Provide school and community-based 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**

Coordinate the District’s overall health and safety / wellness efforts as it relates to students and staff. **E**

Work collaboratively with the District’s Special Education and Budget Department on matters related to direct care provided to students, 504s, and reimbursed expenses for physical and mental health related services provided. **E**

Provide services that span the areas of youth development, family and student services, academic support and enrichment, physical health and mental health and community health benefits. **E**

Coordinate and direct district and collaborative partner agreements to integrate social, physical and mental health services at school sites, and obtain needed direct support and intervention services for children and families. **E**

Represent the District at community meetings regarding physical and mental health, academic success and children’s issues, with emphasis on students who experience potential vulnerabilities (i.e., residing in foster care, experiencing homelessness, etc.). **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 relevant employee groups, contracted providers and community stakeholders; train division and District staff about leveraging community resources to support student and family needs. **E**

Direct the preparation of the annual budget across all divisions; 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 Local Control and Accountability Plan (LCAP) and other strategic initiatives, such as multi-tiered systems of support (MTSS), attendance promotion, equity and social justice, community schools, mental health stigma reduction and suicide prevention, etc. **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, contracts and memoranda of understanding; oversee referral and support services processes and protocols. **E**

Lead serve as an executive team member and collaborate with district and community stakeholders on school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all district and community stakeholders, for example multi-tiered systems of support district leadership team. **E**

Collaborate with various District departments in providing leadership and guidance on establishing board policies and implementing initiatives and/or practices (i.e., Wellness Policy, etc.). **E**

Collaborate with governmental entities, including but not limited to the California Department of Education (CDE), California Department of Public Health (CDPH) and Sacramento County Public Health (SCPH) staff, as needed to support statewide and regional initiatives. **E**

In the event of an infectious disease outbreak or pandemic, establish and maintain health and safety protocols in alignment with federal, state and local public health agencies. Leverage all available resources to ensure schools may remain safely open. **E**

Communicate and collaborate with other administrators, district personnel, health and human services agencies, city and county governments, non-profit organizations, health partners, 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 federal, state and/or government agencies, including but not limited to County Department of Human Assistance, County Department of Health and Human Services, City of Sacramento, etc. **E**

Attend department, community, and collaborative partner meetings to promote the effective involvement and inclusion of children, families, 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**

Provide Board Meeting presentations on relevant department topics. **E**

Ensure a standard of policy and practice across the assigned divisions that aligns with established professional ethics standards, data collection practices, data-driven decision making and continuous improvement. **E**

Foster a positive, outcomes oriented working environment for staff where productivity, teamwork, high performance, and innovative problem-solving and continuous improvement 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 district employed or contracted 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:

Master's degree in a social services or health related field, and four years increasingly responsible supervisory experience with a background in community or school-based social services, health or mental health organizations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Administrative Services Credential issued by the California Commission on Teacher Credentialing.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, and direction of Student Support and Health Services.
- The district's strategic plan.
- Tiered intervention services for children and families.
- Emergency/disaster/crisis practices.
- Healing centered engagement, equity and social justice practices.
- Multi-tiered systems of support.
- Strength-based perspective.
- Trauma-informed, resilient-focused and restorative practices.
- Continuous improvement.
- Data driven decision making.
- Public health principles and 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)