

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **SENIOR DIRECTOR, STUDENT SUPPORT SERVICES DEPARTMENT**

#### **DEFINITION**

Under administrative direction, plan, organize, direct, manage, supervise and coordinate the programs and activities of the Student Support Services Department programs for the Santa Cruz County Office of Education; and serve as a liaison with community agencies, parents, media, and elected officials; and provide classified administrative support as needed to the Superintendent's Office and the Alternative Education Department.

#### **SUPERVISION EXERCISED**

Supervise and evaluate the performance of assigned personnel.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for all services and activities of the Student Support Services Department programs and provide classified administrative support and services to the Superintendent's Office and the Alternative Education Department, as needed.

Direct and participate in the development and implementation of goals, objectives, policies, procedures and priorities for the Student Support Services Department programs.

Implement services in accordance with terms and conditions of sponsors and the County Office of Education (COE).

Direct and participate in the development and administration of the Student Support Services Department contracts and annual budget; direct the monitoring of and approve expenditures.

Serve as the Santa Cruz County Office of Education's lead and liaison with related community agencies, business partners relative to programs, media, and elected officials.

Supervise and evaluate the performance of assigned personnel, interview and select employees; coordinate and oversee work assignments.

Coordinate and oversee programs and related task forces, committees, as well as National, State and local representative groups.

Serve as a liaison, as needed and appropriate, for the COE, Superintendent's Office, Student Support Services Department and the Alternative Education Programs with other Santa Cruz County Agencies such as Probation, Behavioral Health, Substance Use Disorder Services, Child Welfare, The District Attorney's Office, HSA, HSD, as well as, Superior Court, Cabrillo College, UCSC, The Sheriff's Office and other Police Departments. Additionally, assist with and support SARBS, school district offices, and outside agencies such group homes, non-profits and community collaboratives. Negotiate and resolve significant and controversial issues.

Serve on a variety of District and community committees related to student attendance, cultural issues and general student and family welfare.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Provide leadership, support and direction in student services responsibilities including, but not limited to: pupil services, school attendance, Student Study Team, health, counseling, and guidance services.

Serve as a resource to site administrators in student management and discipline.

Research, coordinate, write and submit grants related to Student Support Services and Alternative Education programs as applicable, especially in the areas of foster youth, homelessness, court related programs, behavioral health, tobacco use prevention, workforce development and vulnerable student populations.

Manage full scope of awarded grant-related programs inclusive of budgeting, staffing, coordination with outside and partnership agencies, compliance, review and reporting.

Coordinate with other Santa Cruz County Office of Education's managers to increase overall effectiveness of programs and the entire organization.

Convene and facilitate various meetings related to Student Support Services and Alternative Education programs as applicable.

Lead an initiative of community partners from all facets of the county to establish the research, best practices, mapping, toolkits and framework of an integrated behavioral health system in schools.

Coordinate and disseminate publicity on report research, data, core objectives and program service information in order to increase community awareness of program successes. Develop press releases and brochures for Student Support and Foster Youth Services programs, projects, and events.

Develop, coordinate and oversee training and materials, protocols and objectives, as well as, program implementation and maintenance procedures.

Attend Board and management meetings as required.

Make presentations to schools and community groups.

Assess needs of community served.

Direct and oversee case management with parents/guardians and students participating in programs.

Administer annual surveys, conduct needs assessments and write state reports related to student well-being, school culture and climate.

Act as primary counseling service coordinator, monitoring non-profit contractors, facilitating referrals and providing consultation to staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Provide leadership to the Deputy and County Superintendent, as well as, county districts, in the area of Student Support Services, especially in the areas of foster youth, homelessness, court related programs, behavioral health, tobacco use prevention, workforce development and vulnerable student populations.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Organizational and management practices and principles as applied to the analysis and evaluation of Student Services and Foster Youth programs, policies and operational needs.

Principles and practices of personnel management including supervision, training and performance evaluation.

Contract, budget preparation and control.

Grant funded program administration.

Grant research, funding concepts and sources.

Pertinent federal, state, and local laws, codes, and regulations. Modern office practices, methods, and computer equipment. Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

Vulnerable youth populations, especially as related to behavioral health and support.

**Skill and Ability to:**

Operate modern office equipment including computer equipment. Operate a motor vehicle safely.

Assess and analyze the needs of the County, specific to relative Student Support and Foster Youth Services programs.

Conduct research, write and administer grants.

Work cooperatively with various program network organizations and related groups. Develop, implement, and administer Student Support and Foster Youth Services programs. Research, compile, and collect data and information.

Prepare clear and concise reports.

Analyze situations carefully and adopt effective courses of action.

**Skill and Ability to (continued):**

Deal constructively with conflict.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

*Any combination of equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major course work in social service or a related field. A Master's degree is required and doctorate's degree is desirable.

**Experience:**

Six years of increasingly responsible experience managing private, non-profit, state or federally funded programs including two years supervisory and grant writing experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance. Professional Behavioral Health License preferred.

**SPECIAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Approval Date: September 17, 2019**