

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

### **MANAGER, SCHOOL-BASED HEALTH**

#### **DEFINITION**

The job of Manager, School-Based Health will, under supervision of the assigned administrator, perform a wide variety of specialized and responsible tasks to protect and enhance the physical health of students. This includes facilitating the coordination of any physical health condition related plans with other district safety, emergency, and instructional plans. The Manager, School-Based Health will ensure consistent messaging within the Santa Cruz County Office of Education (COE) and district-wide including all communications, notifications, processes, procedures, and guidelines pertaining to the safety of the staff, students, and visitors. Provides direction and develops systems and practices to disseminate information directly to the staff via email, memo or other direct means of communication while adhering to all applicable confidentiality requirements.

#### **SUPERVISION EXERCISED**

Supervise and evaluate the performance of assigned personnel.

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

Track, analyze, advise, consult, and implement new/updated public health guidelines in coordination with the assigned administrator, other members of the Health Services team, and other district stakeholders, as necessary. Continuously monitor the COE/District's preparedness activities, protocols, and responses to the ever-changing conditions.

Serve as a resource and provide guidance to Santa Cruz COE and district administrators regarding school protocols, physical health conditions, and communication including effective implementation. Provide assistance with contact tracing and assist with prompt communications.

Communicate with appropriate staff when a student and/or staff member is cleared to return to work after being exposed to physical health conditions.

Assist in creating and coordinating training for staff on matters concerning physical health conditions, related practices and procedures, as well as physical health promotion and education.

Assist in ensuring compliance with various local, state, and/or federal regulations regarding physical health management functions.

Collaborate with the County Public Health Department to develop and implement COVID-19 protocols to protect and improve the health of students in school.

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

In coordination with the County and State Health Directors/Officials, assess the need for and contribute towards the design and implementation of staff health protocols and procedures.

Lead Santa Cruz County stakeholder meetings, coordinating work as needed and engaging stakeholders to address the ever-changing responses demanded by a pandemic, post-pandemic, and other physical health conditions. Develop and deliver training to staff and stakeholders related to health and safety protocols, and other physical health conditions response related standard operating procedures.

Maintain and update COVID-19 School Guidelines. Manage the creation, changes and oversight for COVID-19 related sections of the Safe Schools Program and other processes and procedures.

Manage acquisition, inventory, distribution of PPE, testing resources, and other COVID-19 resources.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of public administration, and program management, including planning, implementation and evaluation and reporting.

Principles and methods of community health services, including current trends in education, research, treatment, prevention, rehabilitation, environmental health or related services.

Laws, codes and regulations governing community health care and knowledge of County, state and federal legislative developments applicable to contemporary health issues.

Organizational, personnel and fiscal management within a multi-faceted, community-based program setting.

Community resources and public/private services and funding sources.

**Skills and Ability to:**

Read, learn, interpret and apply complex federal, state, and district regulations.

Communicate effectively both verbally and in writing with all levels of district staff and the community.

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

Work independently, with minimum direction, and make decisions within the framework of established guidelines.

Work effectively and cooperatively with all levels of district staff, vendors, outside contractors/consultants, and the community.

Analyze and resolve problems and situations with tact and diplomacy and take effective courses of action.

Establish and maintain records and maintain confidentiality of privileged information obtained in the course of work.

Maintain consistent, punctual and regular attendance.

Maintain and verify accuracy and completeness of records.

Meet schedules and deadlines.

Plan and organize work.

Provide work direction to others as assigned.

Provide staff development as assigned.

Make appropriate recommendations to staff regarding safety protocols and procedures.

Make verbal and written reports to district personnel.

Follow-through with directives.

Be courteous and maintain a neat and clean appearance and demeanor at all times.

**Responsibility:**

Working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**EDUCATION AND EXPERIENCE**

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

**Education:**

Bachelor's degree in related field.

**Experience:**

Job related experience with increasing levels of responsibility is required.

**License or Certificate:**

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

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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 the essential functions. Essential duties require the following physical skills and work environment:*

While performing the duties of this job, the employee is regularly required to sit, stand, and move about the work area; use hands or handle, fingers, and feel objects, tools, or controls; and talk or hear. The employee may occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision and depth perception. 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.

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Approval Date:** October 19, 2021

**Revised Date:** May 16, 2023 (Formerly Titled: Manager, COVID-19)