

# **Sacramento County Office of Education Job Description**

## **Classification Title: Executive Director, Mental Health and Wellness**

### **DEFINITION**

Under general direction leads and administers the School-Based Mental Health and Wellness (SBMHW) program; provides leadership, support, advocacy and collaborates across departments and partnering agencies at the local, county, regional, and state levels to create, implement, and support a continuum of care for students and families that brings the health and education systems together to improve student and family health, mental health and wellness; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Program Support**

Develops, leads, and evaluates the Sacramento County Office of Education (SCOE) SBMHW program; initiates and participates in long range and strategic planning and engages in assessment to support continual growth and program improvement; facilitates cross-departmental collaboration to develop and provide trainings, program manuals, procedures and protocols for school-based health, mental health, and wellness staff; works to establish a culture of belonging and inclusion for individuals and organizations; provides leadership, guidance, and professional development for program administrators and site-based staff; administers an early identification system to meet student needs and connect families with available school and community-based resources.

#### **Systems Collaboration**

Partners with local and statewide leaders, across a broad spectrum of sectors, to plan, develop, monitor, evaluate, and administer programs and projects related to the integration of the health and education systems; works with program partners to provide a continuum of school-based health, mental health, and wellness services, practices, and policies across the county, region, and state; develops partnerships between state and county agencies, Local Educational Agencies (LEAs), and service providers; develops and maintains partnerships with collaborating agencies and institutions of higher learning; maintains effective communication and collaboration with program and policy level personnel in schools, districts, county and state agencies related to health, mental health, and education; meets regularly and works collaboratively with program partners, including county and state government, LEAs, health care organizations, and representatives from other state and local agencies.

#### **Administration and Resource Management**

Facilitates the identification and development of connections between available resources and programs to best serve student needs; develops, implements, and monitors compliance with program policies and procedures; secures grants, and ongoing sustainable state and federal funding to insure adequate and appropriate fiscal support for programs; administers and monitors program budgets and meets financial reporting requirements; ensures the security of program files and records; maintains staffing to ensure program objectives are achieved within budget; recruits, selects, trains, supervises, and evaluates assigned staff.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Possession of a valid California Administrative Services Credential and valid teaching or Pupil Personnel Services Credential required; Master's Degree in social work, psychology, marriage and family therapy,

school counseling, or closely related field from an accredited institution and extensive background in social work, child welfare and attendance, school mental health, or school support services highly desired; demonstrated successful experience building and leading a diverse team providing direct services, leading work with local and state government, education, healthcare, and/or business leaders, and direct school site experience preferred.

**Knowledge of:**

Federal and State laws, policies, procedures and practices related to school-based and school-adjacent health and mental health programs and services, including multi-tiered systems of support; mental health related community and state resources; effective staff development methods; behavioral and education based mental health needs of students; methods of effective supervision including personnel selection, training, observation, assessment and evaluation; current issues and legislation related to intervention and prevention; behavioral health continuum of care for children and youth; fundamental principles and accepted practices, current trends, literature, and research in areas of school behavioral health services; state and local agencies and organizations participating in related activities and programs; local, state, and federal resources and requirements related to the provision of health, mental and behavioral health education programs and services; program development and design, needs assessment, research methodology, and program evaluation; funding, budget development and management; methods of effective supervision including personnel selection, training, observation, assessment, and evaluation practices; effective communication and collaboration methods and strategies; standard office equipment, software applications, and video-conferencing platforms.

**Skill and Ability to:**

Plan, develop, implement, monitor and evaluate countywide and statewide supports to provide and integrate health mental health, wellness, and education systems, specifically within school-based or school adjacent settings; oversees the development and implementation of a continuum of care model utilizing a multi-tiered system of supports perspective within school systems; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities and timelines, monitor expenditures, and evaluate projects and programs; make decisions on a variety of program, clinical, and technical matters; establish and maintain a professional and effective working environment; select, train, supervise and evaluate staff; plan, organize, and assign work priorities; comprehend, interpret and implement laws, rules, policies, regulations and guidelines related to the work of the department; present ideas and concepts clearly and concisely; research, acquire and evaluate appropriate data for effective problem solving and decision making; develop and maintain positive working relationships; collaborate and work effectively with individuals from diverse backgrounds; communicate effectively in both verbal and written form; prepare correspondence and reports.

**Other Characteristics**

Possess a valid California driver's license; provide own transportation and willingness to travel as needed.

7/2023