



CLASSIFIED
Job Class Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 60-2023/24
 DOCUMENT NO. 48-2023/24
 DATED: 01/24/24

DIRECTOR OF HEALTH AND WELLNESS	
DEPARTMENT/SITE: Health and Wellness REPORTS TO: Assistant Superintendent of Student and Family Support Services	SALARY SCHEDULE: Classified Management SALARY RANGE: 31 WORK YEAR: 261 Days FLSA: Exempt

PURPOSE STATEMENT:

Under the general direction of the Assistant Superintendent of Student and Family Support Services, the Director of Health and Wellness, plans, organizes, coordinates, and directs the activities and operations of the department, which consists of behavioral, emotional, and physical health programs. Provide training oversight for district health and wellness staff; oversee district-wide roll-outs, trainings, and implementation, of behavior and social-emotional related topics such as de-escalation, and trauma-informed practices. The incumbent in this classification provides the school community with behavioral, emotional, and physical health support which directly supports student learning and achievement.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Conducts and/or attends various public meetings to represent the interest of MUSD and the department; builds and maintains positive working relationships with state departments, local community-based organizations, County agencies and the public using principles of good customer service.
- Coordinates and collaborates with social service agencies and community-based organizations to connect students to services.
- Directs the preparation, analysis, processing, and distribution of departmental correspondence, forms, and documents and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.
- Directs all operations of the department in a manner that maximizes revenue, minimizes costs, and eliminates duplication of services, assuring a high level of integration within the District; receives and responds to staff and public input concerning related needs.
- Employs principles and practices of leadership; recommends the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; develops and implements performance improvement plans as requested; maintains high standards necessary for the efficient and professional operation of the Department.
- Plans, organizes, coordinates, and directs activities and operations of the Department; confers with the Assistant Superintendent regarding the development and implementation of long and short- and long-term goals, objectives, policies, and priorities, as well as policies and operating processes; reviews, evaluates and recommends changes in policies, programs, and operations; mentors and coaches subordinates to implement the direction of the District; identifies emerging issues; assesses alternative strategies and action plans, and solves complex

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operational issues and other problems.

- Prepares the department budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers the approved budget.
- Support the coordination of staff development activities, including but not limited to behavioral health staff, administration, and classroom staff to identify areas of improvement and to develop procedures for enhancements in support of professional learning; provide training to parents and community agencies.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit and the District.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Principles and practices of policy development and implementation
- Principles and practices of organization, administration, and personnel management
- Principles of financial administration, including budgeting, reporting, and health care reimbursement and alternative funding sources and strategies
- Principles of leadership, supervision, training, and performance evaluation
- Principles and practices of business correspondence and report writing
- Legislative process and current developments related to health and social programs
- Principles, techniques, and trends in counseling, psychotherapy, and various treatment modalities
- Biological, behavioral, and environmental aspects of emotional disturbances, mental disability, or substance abuse
- Physical, intellectual, social, and emotional growth patterns of students
- The scope and activities of public and private health and welfare agencies and other available community resources
- Principles and techniques of mental health consultation, education, and prevention within the community

Skills and Abilities to:

- Successfully develop, control, and administer divisional budget and expenditures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Identify and respond to sensitive community and organizational issues, concerns, and needs
- Coordinate and integrate program components in a cohesive and effective service delivery system
- Interpret and apply MUSD policies, procedures, rules, and regulations
- Communicate clearly and concisely, both orally and in writing
- Work with various cultural and ethnic groups with humility, respect, and an effective manner

RESPONSIBILITY:

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Master's degree from an accredited university and/ or college with major coursework in clinical social work, psychology, and counseling or closely related field required.

EXPERIENCE REQUIRED:

Four years of experience in supervision and provision of mental health services, social services, case management, and counseling with children, youth, and families, preferably in the school setting.

OR

Three (3) years of successful administrative experience as a site administrator or higher in a school district of at least 10,000 students.

LICENSE(S) REQUIRED:

- Licensed Clinical Social Worker (LCSW) or Marriage and Family Therapist (MFT) is preferred
- Valid, current California Driver’s License to drive to meetings, other agencies, training sessions, and conferences away from the office such as at school sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in an indoor office environment
- Significant amount of time sitting, with some walking and standing
- Occasional lifting, carrying, pushing, and/or pulling objects such as files and boxes
- Manual dexterity to operate a keyboard, handle paperwork, and use other office equipment
- hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen