

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, COMPREHENSIVE HEALTH AND PREVENTION

BASIC FUNCTION:

Under the direction of the Associate Superintendent, SELPA, plan, organize, direct, and evaluate the comprehensive health services, health education and prevention programs of the County school districts; select, train, and evaluate the work of assigned staff; develop and implement staff development programs.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and control the comprehensive health services, health education and prevention programs, projects, activities, services, and operations of the department; assure proper staffing and allocate personnel and resources to optimize departmental efficiency and effectiveness;

Hire, train, prioritize and assign work, and supervise assigned department staff; evaluate the performance of assigned staff; recommend promotions, transfers, reassignments, terminations and disciplinary actions; assure compliance with personnel policies;

Provide overall direction and technical expertise, information, and assistance to VCOE management and school districts regarding health services, health education and prevention programs; advise the Superintendent and Associate Superintendent of unusual trends or issues and recommend appropriate corrective action;

Develop, monitor, and control the department's annual budget; analyze and review budgetary and financial data; control and authorize expenditures guidelines and limitations; manage grant projects and prepare grants;

Direct and participate in the formulation and implementation of departmental policies, procedures, and projects; plan, organize and implement short- and long-term programs and activities designed to develop and promote assigned operations and services;

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to grant applications, meeting minutes and others; assure compliance with applicable State and federal codes, rules, laws and regulations;

Direct and/or oversee the efficient operation of the following programs, departments, and services: Alcohol, Tobacco and other Drugs and Violence Prevention; Coordinated School Health including Wellness, Nutrition and Physical Education; Friday Night Live; Mandated Health Services-Small School Districts; Safe Schools Planning; School Health Services Standards and Practices. Provide leadership, collaboration and communication with appropriate Ventura County department managers;

Provide direction and overall expertise in the writing of grants for health education, illness and

addiction prevention programs, school safety and culture programs;

Facilitate and/or develop trainings for school districts and community organizations on health-related issues, school safety and culture;

Facilitate county level “job-alike” meetings;

Represent VCOE to health-related community organizations as directed by Associate Superintendent;

Coordinate and collaborate with school districts, Ventura County Behavioral Health, Ventura County Public Health, community-based organizations, and other youth and family-serving organizations to leverage resources in serving respective constituents;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a comprehensive health services, health education and prevention programs;

Budget preparation and control;

Principles and practices of administration, supervision and training;

Policies and objectives of health programs and activities;

Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures;

Ventura County Office of Education organization, operations, policies and objectives;

Small and large group facilitation and staff development;

Interpersonal skills to include collaboration, team building and decision-making;

Public and private funding sources and grant writing techniques;

Best practices in effective administrative techniques and principles;

Data analysis, interpretation, and effective data presentation skills;

Demonstrated effective oral and written communication skills;

Demonstrated strong organizational skills;

Effective practices in school culture and climate, including application of restorative practices;

State and federal programs.

ABILITY TO:

Plan, organize and administer comprehensive health services, health education and prevention programs;

Train, supervise and evaluate the performance of assigned staff;

Prioritize and schedule work;

Prepare, administer, monitor and control the annual department plan and budget;

Interpret, apply, explain, and enforce rules, regulations, policies and procedures;

Maintain current knowledge of program rules, regulations, requirements, and restrictions;

Analyze situations accurately and adopt an effective course of action;

Meet schedules and time lines;
Prepare and deliver oral presentations;
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files;
Establish and maintain cooperative and effective working relationships with others and
Effectively use technology related tools to prepare comprehensive reports including data spreadsheets.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 5 years of professional experience in administration; Master's degree in Education, Health Education, Public Health, School Nursing, or related fields; school-based health professional and/or oversight of student support programs; district or county level project management, technical assistance, and/or grant funded programs preferred..

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential and Teaching Credential preferred; valid California driver's license and proof of insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Is subject to inside environmental conditions; subject to driving to County sites to conduct work; may be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print and observe accuracy of reports and documents;

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and to operate computer equipment and standard office equipment;

Hearing and speaking to exchange information and to conduct presentations; and

Sitting and standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:

Exposure to community members, students, parents, and personnel who may become disorderly.