San Leandro Unified School District
Job Description

Manager, Student Health and Wellness Center

DEFINITION:

Under the direction of the Director of Student Support Services, Special Education and Community Wellness; is responsible for leading, organizing, coordinating, operating and/or supervising the programs, services, and grants within the Educational Services Division related to community health, prevention, intervention, and wellness. The director oversees the implementation, evaluation and monitoring of all programs provided within the center.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Work collaboratively with community based partners, schools and district departments.
- Work closely with the staff in the Student Support Services, Special Education and Community Wellness to offer prevention, intervention, and wellness programming that supports the community and the students, particularly at the high school level.
- Designs, manages, coordinates and evaluates all the programs.
- Incorporates the philosophy, goals, objectives, and policies adopted by the Board of Education into the design and delivery of wellness programs that promote student safety, health and wellness.
- Develop and support programs that remove barriers to learning for individual students and the broader school communities.
- Provide access to important medical, mental health and health education services for youth and their families.
- Connect youth and their families to community resources (e.g., health insurance enrollment, referrals).
- Lead community outreach; deliver presentations in the community about the resources the center offer.
- Help cultivate young leaders through youth development programs.
- Help young people and families learn to navigate our confusing health care system.
- Assists with the process of maintaining adequate staffing ensuring that District objectives are being met.
- Prepare district, state and federal reports.
- Prepare school, district, and school board presentations.
- Supervise and evaluate the performance of assigned staff.
- Coordinate and facilitate meetings.
- Manage program budgets to ensure compliance with all legal requirements.
- Collaborate on a regular basis with other members of the Educational Services Team.
- Establish good relationships with the school community as a district representative.
- Maintain professional competence through participation in formal and informal professional growth activities.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Youth development
- Approaches to outreach with historically underserved and culturally diverse populations

- Frameworks for integrating health and wellness as a component of educational programming
- Interpersonal skills
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Utilize advanced computer programs for program management and monitoring
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with cabinet, department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION AND EXPERIENCE:

- Bachelors Degree preferred as well as experience managing a healthcare or educational based organization.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 220 Days

WORKING CONDITIONS:

Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2

Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4