

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
EXECUTIVE DIRECTOR, STUDENT HEALTH AND HUMAN SERVICES

Job Purpose

Provides leadership and central support for the District's coordinated school health program including medical, nursing, psychological, pupil, mental health, counseling, health partnership, health education, and integrated services. Collaborates with city and county agencies to maximize services to students.

Responsible to

Senior Deputy Superintendent of School Operations

Subordinates

Certificated personnel and temporary advisers as assigned
Classified personnel as assigned

Functions

Essential Functions

1. Provides tactical service and compliance support to the Local Educational Service Centers (LESC) in the development, implementation, and assessment of the District's student health and human services (SHHS).
2. Directs the development and implementation of strategies to monitor, evaluate and improve the effectiveness of the delivery of student health and human services.
3. Initiates and participates in long range and strategic planning for the overall SHHS program.
4. Provides for SHHS delivery systems that are consistent across the District.
5. Provides for processes of accountability related to SHHS objectives.
6. Ensures that the Board of Education and the LESCs are kept informed of innovations, enhancements, and improvements in the SHHS program.
7. Develops collaborative partnerships with various county and city agencies as well as community-based organizations.
8. Ensures that the District's SHHS programs are consistent with current legislation and court cases; established goals, objectives, and policies of the District; and prevailing professional research and practice.
9. Directs the review and evaluation of District SHHS policies, programs, and procedures in order to facilitate equitable access to SHHS programs necessary to maximize student achievement.
10. Serves as a statewide and national advocate for the advancement of SHHS programs and projects.
11. Directs the preparation of a proposed annual budget for the functional areas of responsibility and maintains budgetary control.
12. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.

Experience

Required

At least ten school years of successful full-time service in a certificated position(s), no fewer than five years of which must have been in a management position(s).

Note: For definitions of years of service, refer to Policy Guide E23.

Desirable

Three years of experience as a school site principal.

Credentials

A California Administrative Services credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the California Education Code, District Board Rules, District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
2. Knowledge of state and federal legislation related to the coordinated school health program.
3. Knowledge of fundamental principles and accepted practices, current trends, literature, and research in the areas of school health services.
4. Knowledge of the District's instructional goals and objectives and ability to provide a program of school health services which support these goals.
5. Knowledge of and ability to implement sound program strategies.
6. Ability to implement processes which provide accountability for achieving the District's coordinated school health program goals and objectives.
7. Ability to provide administrative leadership including decision-making, problem solving, and delegation of authority.
8. Ability to communicate and work effectively with national, state and local agencies, community representatives, students, and District personnel.
9. Ability to communicate and work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
10. Appropriate interpersonal style and methods to guide individuals toward task accomplishment.
11. Knowledge of and skill in budget preparation and control.
12. Ability to compose and comprehend written communication.
13. Ability to observe, utilize, and evaluate subordinates effectively.
14. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: 1. This is a Contract Management classification.

2. Employees in this classification are subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT