

**OFFICE OF MARY C. BARLOW  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
DIRECTOR II – STUDENT WELLNESS & SUPPORT**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Associate Superintendent/Division Administrator

**POSITION SUMMARY:**

Collaborates, coordinates, and facilitates the development of social, behavioral, mental, and wellness programs for all students, support and train staff on best practices and strategies. Provide coordination, services, and support to districts and county administration to ensure the delivery of student wellness services to all students.

**ESSENTIAL FUNCTIONS:**

1. Develop an integrated school-wide mental health, safety/school climate and wellness programs for all students including a process for referral and services.
2. Plans, organizes, and facilitates increased understanding and collective leadership for student wellness, including professional learning, workshops, communications, publications, and events.
3. Plans, organizes, and facilitates county networks, including district, school, and community partners, to engage in asset mapping, gap analysis, professional learning, and action planning to ensure a coherent implementation of mental health, school social workers, counseling services, safety/school climate, and wrap around services for all students.
4. Engage and support LEAs around Child Welfare and Attendance in collaboration with other entities such as Foster/Homeless Youth.
5. Collaborate with LEAs/internal departments and leaders to connect and support various programs and services.
6. Ensures compliance with District, State, Federal and County Office regulations, policies, and procedures.
7. Prepare budgets, reports, contracts, and agreements for service.
8. Represent the office of the Kern County Superintendent of Schools at professional meetings.
9. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Demonstrate personal characteristics that are conducive to good communication and self-management.

2. Proven ability to lead and work effectively with diverse groups and individuals.
3. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.
4. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
5. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

**B. Professional Qualifications:**

1. Demonstrate the highest standards of professional integrity, honesty, ethics, confidentiality, and professionalism.
2. Ability to express oneself effectively in public, in conferences, and in writing, and to use these skills to lead professional development.
3. Ability to work harmoniously and effectively with administrators, other staff members, program participants, district partners, and stakeholders.
4. Ability to analyze and evaluate instructional programs, including the effective use of data, data analysis, and data visualization.
5. Ability to analyze data and situations, make recommendations and solve problems effectively and efficiently in a fast-paced environment with flexibility.
6. Ability to structure, organize, direct the department's diverse activities and to evaluate department staff.
7. Ability to effectively structure, organize, systematize and complete tasks and activities.
8. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS:**

**A. Education:**

1. Administrative Services Credential required.
2. Must hold appropriate California Teaching Credential(s).
3. Master's or doctorate degree required.

**B. Experience:**

1. Successful teaching experience in a general and/or special education classroom.
2. Successful administrative experience.

3. Successful experience in developing, implementing, and evaluating educational programs.
4. Successful experience in coordinating and conducting professional development activities.

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7/7/2022

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