

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Executive Director, Student Support & Health Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9842	WORK YEAR:	12 Months
DEPARTMENT:	Student Support & Health Services	SALARY:	Range 23 Salary Schedule A
REPORTS TO:	Assistant Superintendent of Student Support	HR APPROVAL:	6-9-2022
		CABINET APPROVAL:	6-9-2022

BASIC FUNCTION:

Plan, organize, control, and direct a wide range of social, emotional, behavioral, and health services to promote student academic success and remove barriers to learning. Promote and protect the health, well-being and safety of all district school sites, applicable charter school sites, departments, and surrounding community. Work with community partners and stakeholders to leverage the resources of local and national organizations, businesses, government agencies, universities, interns, and volunteers in providing school-based services and supports.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position is classified as a non-represented management position.)

Integrate system-wide school health programs in collaboration with other departments; provide orientation and in-service for relevant employee groups, contracted providers and community stakeholders; train division and District

ABILITY TO:

- x Plan, organize, control, direct, and provide administrative leadership to Student Support and Health Services.
- x Coordinate and direct District and collaborative partner agreements to integrate services at school sites, and obtain needed direct support and intervention services for children and families.
- x Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- x Direct fundraising and grantsmanship activities.
- x Prepare comprehensive narrative, statistical, and fiscal/budget reports.
- x Establish and maintain effective working relationships with staff, parents, and public.
- x Communicate effectively, both orally and in writing.
- x Read, interpret, and apply rules, regulations, policies, and procedures.
- x Maintain current knowledge of laws and personnel practices.
- x Analyze situations accurately, and prepare an effective course of action.
- x Plan and organize work effectively; meet schedules and timelines.
- x Supervise and evaluate the performance of assigned staff.
- x Operate a computer and related software.
- x Meet state and District standards of professional conduct as outlined in Board Poait sTJ 0 Tc 0 Tw (D)Tj 6(r)-4.d(d)