

RIVERSIDE UNIFIED SCHOOL DISTRICT



TITLE: DIRECTOR IV, WELLNESS AND ENGAGEMENT

WORK YEAR: 221 Work Days

NON-WORK: 28 Days

REPORTS TO: Assistant Superintendent, Pupil Services/SELPA
or appointed designee

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent, Pupil Services/SELPA, the Director of Wellness and Engagement is responsible for the effective planning, implementation and evaluation of District-wide programs that address student success as it relates to wellness and engagement. The Director of Wellness and Engagement plans and coordinate related staff development, provides direct support to schools, and manages and participates in school-based programs and community partnerships focused on services to students seeking support or needing interventions for academics, behavior, social-emotional and attendance.

REPRESENTATIVE DUTIES:

- Contribute to improved student success by providing leadership and professional development to school and district personnel on principles and best practices associated with supporting student's social, emotional, behavioral, and mental health needs, in addition to staff, student and family engagement.
- Establish and maintain a system of supports that includes evidence-based practices, referral and screening process, progress monitoring, and tracking.
- Work with principals and other managers to support thoughtful and systematic implementation of the student wellness programs including the Student Assistance Plan and Wellness Centers and ensures their sustainability.
- Work with principals and other managers to support thoughtful and systematic implementation of employee wellness and engagement programs such as Gallup Strengths Champions and District Employee Wellness Fair and ensure their sustainability.
- Provide general oversight of Wellness services including the Student Assistance Program, Family Resource Center, and TOSA of Wellness and Engagement.
- Supervise the SAP team at each school and coordinate the activities of all teams.

- Provide assistance to sites and lead psychologists, counselors, and instructional assistants, in processes for: support and intervention, analyzing data, implementing research-based programs, monitoring progress, and gauging the effectiveness of implemented interventions.
- Oversee District Crisis Intervention response teams and provide/facilitate ongoing training in the best practices in crisis intervention.
- Participate on the District Safety Committee and provide relevant expertise in the areas of children and adolescents response to trauma and other safety issues.
- Oversee RUSD Threat Assessment procedures and provide/facilitate ongoing training in the area of appropriate implementation for Threat Assessment policy, procedures, and evaluation.
- Oversee and provide on-going training in suicide intervention and risk assessment. Facilitate relationships between community and state agencies who care for students at risk and RUSD.
- Establish and coordinate procedures to communicate with parents, law enforcement agencies, and human service organizations.
- Provide reports, updates, and data to the Superintendent's office, Cabinet, Board of Education, District/Site Administrators, and the community regarding areas of responsibility.
- Review, revise, and propose Board Policy and Administrative Regulations relative to areas of responsibility as needed.
- Monitor budgets related to assigned areas of responsibility.
- Support District goals, objectives and policies; provide leadership in developing and implementing District policies, goals and objectives.
- Participate in district activities as appropriate to promote educational excellence.
- Perform other related functions as assigned.

ESSENTIAL JOB REQUIREMENTS- QUALIFICATIONS

KNOWLEDGE:

- Knowledge of the responsibilities within the Student Assistance Plan (SAP).
- Knowledge of the associated California Education Codes and applicable law as well as RUSD Board Policies and Administrative Regulations.
- Experience in case management, social work, and at risk families; desirable.
- Documented history of an ability to work well with pupils, parents, staff, and community agencies.
- Bilingual ability, preferred.

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Problem solving.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communication.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor – frequently.
- Outdoor – occasionally.
- Ability to work at a desk and in meetings of various configuration.

EDUCATION AND EXPERIENCE:

- California Administrative Credential.
- Master's Degree or higher.
- Minimum of three (3) years of site administrator experience.
- Valid California Driver's License.