

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN:392
EXEMPT

SENIOR DIRECTOR – EARLY INTERVENTION & BEHAVIORAL HEALTH

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Student Services Division, plan, direct, organize, supervise and coordinate the daily activities and operations of Behavioral Health Services continuum which includes All4Youth and FRIENDS Early Intervention Services; develop and integrate comprehensive and effective school-based behavioral health services continuum provided to children and families birth through 22 years of age throughout Fresno County; represent the office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advocate for policies and resources at the local, regional, and state levels to support and enhance behavioral health and infant services for children and families in Fresno County.
- Analyze program data, identify trends, and utilize findings to inform service delivery improvements, ensure program effectiveness, and report on outcomes to partners.
- Assist in the administration of Behavioral Health, All4Youth, infant services, state and federal grants, vendorization process and the Baby Clinic.
- Collaborate with and direct staff to ensure contractual obligations are met, evidence-based service delivery models are followed, and local, state, and federal laws are adhered to.
- Coordinate activities and programs, exchange information, and resolve issues and concerns by communicating and corresponding with administrators, personnel, governmental agencies, community-based organizations, community partners, and the public.
- Cultivate and maintain strong collaborative relationships with school districts, county agencies (e.g., Department of Behavioral Health, Social Services), healthcare providers, and community organizations to create a cohesive system of care.
- Develop, coordinate, monitor, and integrate mental health and special education service delivery methods for children and families across all 31 Local Education Agencies (LEAs) and preschools.
- Develop and oversee budget development and grant funding; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Direct and oversee the development, coordination, and implementation of behavioral health and early intervention programs to achieve departmental goals, objectives, policies, and priorities; recommend appropriate services and staffing levels within department policy, and develop, recommend, and administer related policies and procedures.
- Direct, organize, manage, and oversee grants including the Mental Health Student Services Act (MHSSA), Innovations, Children and Youth Behavioral Health Initiative (CYBHI) Capacity and Fee schedule, FRIENDS, and All4Youth.
- Direct the coordination of staff development activities for behavioral health, administration, and classroom staff to identify areas for improvement and develop enhancement procedures that support professional learning.

- Maintain current knowledge of relevant research and effective evidence-based service delivery methods for special education, behavioral health, and the 0-5 population.
- Manage the Central Valley Regional Center (CVRC) contract, including the vendorization of infant services and the Baby Clinic.
- Monitor and assess operation of all assigned programs and functions for effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs.
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee and direct the daily operations of the Baby Clinic, Infant Services, federal and state grants, and the vendorization contract.
- Participate in state level planning for the delivery of infant and preschool services.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to behavioral health programs and services; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within assigned division; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Plan, organize, and implement short-term and long-term objectives and activities to effectively coordinate and operate the daily programs of the All4Youth and FRIENDS early intervention services.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within assigned division; collaborate with school site principals to support the individual school program and initiatives and whole district efforts.
- Provide strategic leadership and develop a comprehensive vision for the growth and integration of behavioral health and infant services across the county, aligning with the FCSS's overall strategic plan.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding behavioral health programs and services.
- Respond to inquiries by FCSS and district administration and staff; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisors, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.

- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned programs function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- Infant mental health training and knowledge of parent-child dyad interaction.
- Medi-Cal budgetary, billing, reporting and auditing requirements.
- Possess high levels of clinical knowledge of behavioral health disorders including mental health and substance abuse disorders, treatment, health regulations, laws and ethics.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Collaborate with other system of care partners to ensure an integrated seamless system is achieved.
- Coordinate communications, information, personnel, and resources to ensure smooth and efficient activities in job assignment and/or assigned program.
- Demonstrate strong cultural competency and a commitment to equitable service delivery practices that are responsive to the diverse needs of children and families.

- Direct the maintenance of a variety of reports and files related to job assignment and/or assigned program, including but not limited to the First 5 Year End Report.
- Formulate and develop appropriate systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations as they relate to job assignment and/or assigned program.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Plan, organize, coordinate, and implement operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office.
- Work with and understand cultural diversity within student population(s).
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree.
- Master's degree in Psychology, Social Work, Education or related field preferred.
- Training coursework in infant-parent mental health.

EXPERIENCE:

- Five (5) years increasingly responsible experience working with behavioral health in an educational setting.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California Valid Clear California Administrative Services Credential.
- Valid California Pupil Personnel Services Credential with School Psychology Authorization preferred.
- Valid California Board of Behavioral Sciences license in one of the following: Marriage and Family Therapist (MFT), Licensed Clinical Social Worker (LCSW) or Licensed Professional Clinical Counselor (LPCC); Licensed Educational Psychologist (LEP) or a valid license as a California Licensed Psychologist preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/01/2025