



Supervisor (0510) - Wellness and Health Education Team

Student and Family Services Division

Job Class: 0510, Supervisor - Wellness and Health Education Team, SFUSD

Salary Range: \$163,526.35-\$174,809.28/annually

Appointment Type: Certificated

Length of Appointment: Contracts granted per fiscal year, July 1 - June 30

Calendar: Full Time / 224 days

Who We Are

The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, serving more than 50,000 students who speak more than 44 documented languages across 121 schools in the city of San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#). Every day in our quest to achieve this mission we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

What It Means to Work Here

The SFUSD community is unified by our [Core Values](#):

- Student-centered: We put students' needs first
- Fearless: We persist through challenges
- United: We celebrate and build on each other's strengths
- Social Justice: We stand with those most vulnerable in our community
- Diversity-driven: We respect and seek to understand each person

We are also inspired by [Vision, Values and Guardrails](#) which captures our aspirations and vision for the future of public education in San Francisco. Alongside the District's strategic plan, SFUSD is reimagining how public education will change over the next decade to meet the dynamic future of San Francisco. As a [CORE district](#), SFUSD is also a leader in critical systems change for more comprehensive school accountability and innovations that help strengthen the instructional core, which is the foundation of our strategic plan and goals.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission, steeped in equity, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, and problem solvers who are comfortable in a community of continuous learning.

[Short overview of what the role will do to support students and District function or operation]

Essential Duties

The duties specified below are representative of the range of duties assigned to the job code/class and are not intended to be an inclusive or exhaustive list.

As the **Supervisor of the Wellness and Health Education Team**, you will:

Manage to Results

- Understand and uphold the grant/ compliance mandates required
- Understand and uphold the Division's budget and the District's budget development process partnering with the SFUSD Operations team and Business Services Department as needed.



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- Follow and contribute to Division wide communication systems that support transparency, coordination, alignment and learning.
- Map and align Division and District evaluation and data tracking systems, identify gaps and reduce duplication to monitor student health outcomes.
- Co-lead consultation and support when a crisis impacts a school community or central office.

Manage Teams

- Co-Lead, supervise, evaluate and guide a team of various school site and central office School Social Workers and staff focused on Wellness and Health Education programming and advisory work.
- Facilitate and/or support a variety of Division work teams and hold workflow and decisions of the group.

Manage Relationships

- Build trust across division leadership, school and central office staff, to ensure the highest level of service for students and families.
- Thought partner with the Division's Leadership Team, schools and school site staff, as well as various central office departments.
- Cultivate strong partnership with central office divisions and departments towards the successful implementation of programs and policies that are student and family centered.

Other related duties as assigned

The strongest candidates will have:

- Experience supporting school social workers or other student support professionals through supervision, coaching, professional learning, or program development.
- Pupil Personnel Services (PPS) Credential in School Social Work
- Knowledge of San Francisco's public schools/urban public schools and a passionate belief in SFUSD's commitment to instructional leadership as a lever toward delivering on the SFUSD Graduate Profile
- Strong analytics and systems thinking necessary to interpret data to inform goals and strategy, as well as build infrastructure where none exists
- Demonstrate commitment to service leadership, antiracism, and authentic partnership in daily practice
- Contribute to, refine, and guide development of an integrated district wide coordinated care approaches and student and family services
- Increase communication, clarity and connection across the division to reduce silos and streamline services. Serve as a transformational leader to develop the capacity of school assigned staff and central program staff to work as multidisciplinary teams, organized in service to students and families.
- Ability to work effectively across multiple functions and roles within a complex organization
- A proven record of effectively planning, organizing and using resources to take action and achieve goals
- The ability to learn quickly and adapt as needed in a fast-paced environment
- Outstanding organizational skills and exceptional attention to detail
- A flexible, "can do" work ethic with a focus on identifying challenges and proactively working to find solutions while maintaining a bigger picture lens and focus on what can be delivered instead of what cannot be done
- Excellent data analysis skills and experience synthesizing data to drive action steps
- Strong interpersonal skills and the ability to build effective working relationships with senior level district staff and colleagues



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- Effective written and verbal communication and the ability to clearly communicate complex, bureaucratic processes to a variety of audiences
- Ability to define and implement effective HR business practices
- Ability to work effectively in difficult situations that involve confidential and sensitive matters
- Strong computer skills including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) and GSuite (Google Docs, Slides, Sheets, Forms)

Minimum Qualifications

Education & Experience

- 1. Valid California Administrative Services Credential
- 2. 1 year of administrative experience as a Central Office Administrator or Site Leader

What We Offer

SFUSD offers a competitive salary of \$163,526.35-\$174,809.28/annually commensurate with experience in a similar position. We offer a comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply

- Visit <https://jobs.sfusd.edu/> and create a new account to begin your application.
- You will be prompted to electronically attach a letter of interest, resume, list of professional references and any applicable credentials or licenses
- Our Human Resources team will then review your entire application to determine your eligibility status and contact you directly should you move forward in the process
- Applicants may be contacted by email about this recruitment and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from SFUSD and CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept SFUSD and CCSF mail from the following addresses (@sfusd.edu, @sfgov.org, @sfdpw.org, @sfport.com, @flysf.org, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org, @famsf.org, @ccsf.edu, @smartalerts.info, and @smartrecruiters.com).

Verification

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/how-verify-education-requirements>.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification from this and future job opportunities with the San Francisco Unified School District.

District Nondiscrimination Statement:

San Francisco Unified School District prohibits discrimination, harassment, intimidation, sexual harassment and bullying based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status,



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pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, or genetic information, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment.

For more information about the District's non-discrimination policy, please review [Board Policy 4030](#).

Title IX Nondiscrimination Statement and Grievance Procedures:

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

District Title IX Coordinator:

Eva Kellogg
Office of Equity
555 Franklin Street, 3rd Floor, San Francisco, CA, 94102
415-355-7334 or equity@sfusd.edu

For more information on the District's Sexual Harassment policy and grievance procedures, please review [Board Policy 4034](#).

Title IX Nondiscrimination Statement and Grievance Procedures:

Any person may report discrimination on the basis of a physical or mental disability (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination on the basis of a physical or mental disability), in person, by mail, by telephone, or by electronic mail..