

CHIEF EXECUTIVE, SCHOOL HEALTH (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions with various assignment levels. All personnel perform related work.

Under the executive direction of the Deputy Chancellor, with wide latitude for the exercise of independent judgment and initiative, serves as the Senior Advisor for School Health for the New York City Department of Education. The Senior Advisor is responsible for the executive direction and oversight of key Department of Education initiatives and programs designed to assist schools in providing a safe, secure, and supportive learning environment for all students and staff.

The Senior Advisor also oversees the Office of School Wellness Programs and works in partnership with the Assistant Commissioner of School Health for the Department of Mental Health and Hygiene (DOHMH) to make decisions for the Office of School Health (OSH). Major areas in OSH include nursing, diabetes, mental health, physical education wellness, concussion, asthma, adolescent health services, 504 accommodations, and vision, oral health, and medical units.

Examples of Typical Tasks

Responsible for Office of School Health and oversees Chancellor and Mayoral initiatives system-wide, including the creation, development, deployment, implementation, and monitoring of supports, resources, and services.

Serves as a member of the Deputy Chancellor's senior leadership team and works closely with executives reporting to the Deputy Chancellor in the development and implementation of policies and procedures.

Oversees the creation, operation, and maintenance of programs for, nursing, diabetes, oral and vision services, mental health, physical education, wellness and data analysis, in partnership with Assistant commissioner of DOHMH.

Sets policies in accordance with DOHMH/DOE regulations and needs.

Works closely with DOE legal concerning responses to litigation, new program needs, procedures, and policies.

CHIEF EXECUTIVE, SCHOOL HEALTH (DOE) (continued)

Examples of Typical Tasks (continued)

Works closely with DOE CFO and COO concerning, budget, finance, human resources decisions, new program needs, MOU's, interagency agreements, etc.

Manages employee, staff, student, and public affairs issues; press responses, communication, and coordination of all Chancellor, City Hall, and Mayoral OSH related initiatives; directs responses to matters of institutional importance on behalf of the Deputy Chancellor.

Makes significant policy decisions with far-reaching, long-term implications for the strategic design and redesign of program and practices, with the goal of creating safe, supportive, and culturally responsive services and supports.

Establishes policies, priorities, and measurable equity goals to advance the design and implementation of high-quality programs across the Division, working under the leadership of the Deputy Chancellor for School Climate and Wellness.

Elevates and documents areas of critical concern to Sr. Leadership while strategically working to resolve issues.

Utilizes data to identify root causes and underlying issues of inequities in health services and outcomes.

Oversees various initiatives, which coordinate efforts among various City agencies to better support students in need and connect them and their families with their community to provide access to much needed services.

Provides leadership and oversight of OSH for meeting federal, state, and local requirements around student support services that will promote optimal outcomes for all students, particularly our most vulnerable populations.

Partners with DOHMH Deputy and Assistant Commissioner in the development and implementation of programs, budget, policies, and procedures.

Partners with Executive Superintendents, Community Superintendents, High School Superintendents, and the Office of the First Deputy Chancellor to ensure the timely, effective, and appropriate delivery of services, programs, and resources supported by the Division of School Climate and Wellness.

CHIEF EXECUTIVE, SCHOOL HEALTH (DOE) (continued)

Examples of Typical Tasks (continued)

Partners with the Thrive Team and City Hall on the development and implementation of school mental health programs, budget, data collection, policies and procedures.

Collaborates with community-based organizations and other City agencies to develop services for students with challenging needs.

Oversees and evaluates all school program-related activities in the Office of School Health DOE portfolio.

Conducts evaluative visits to schools for the programs within the office's purview.

Sets policies in accordance with DSCW's charge to advance equity, integrate social and emotional learning, improve physical and mental health supports, and increase the total well-being of students throughout all New York City schools.

Leads the efforts of the OSH to eliminate disparities in health outcomes of students from underserved and underrepresented populations.

Qualification Requirements

1. A Baccalaureate degree from an accredited college or university in public health administration, public administration, business administration, education administration, personnel administration, management or a related field and four years of satisfactory, responsible, full-time experience in any of the above areas or in another area of specialization applicable to the position, at least 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.