

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - EMPLOYEE ASSISTANCE

BASIC FUNCTION:

Under the direction of the Assistant Director-Employee Assistance, delivers a comprehensive program that promotes employee wellness (physical, emotional, intellectual, social, spiritual, environmental, occupational); develops and implements program goals and objectives; coordinates projects and events; demonstrates impactful leadership skills by

Maintains an employee wellness website and collaborates with SCCOE stakeholders to share information across various platforms; assists with department, division, and organization planning activities.



PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard or other office equipment;
Seeing to read a variety of materials;
Sitting or standing for extended periods of time;
Ability to move light objects weighing less than 30 pounds short distances.

 1/19/2022 | 9:02 AM PST

Approved: Larry Oshodi Date
Assistant Superintendent-Personnel Services

 1/19/2022 | 8:57 AM PST

Authorized: Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools