



## **DIRECTOR OF HEALTH SERVICES**

### **PRIMARY FUNCTION:**

The position of Director of Health Services, under the supervision of the Executive Director of Student Support Services, performs all duties and responsibilities related to preventive health, health assessment, and referral procedures for students; strengthens and facilitates the educational process by protecting the health status of students and by identification and assistance in the removal or modification of health related barriers to learning in individual students; coordinates and supervises the health services and health education programs for all schools in the district, and collaborates to ensure district safety practices for staff and students are implemented.

### **ASSIGNED RESPONSIBILITIES:**

1. Provides leadership in the development of a district-wide health program; coordinates the implementation of a healthy and safe school environment district-wide.
2. Directs, supervises, evaluates, monitors and schedules assigned certificated and classified health staff, including but not limited to, school nurses and licensed vocational nurses.
3. Oversees and monitors a district response to public health requirements for communicable disease by coordinating with public health department leadership to coordinate and establish parameters for programmatic evaluation, reporting cadence, and data collection
4. Serve as the health resource for the district; provide consultation and assist school and district staff, students, and families with communicable disease control, first aid, school site health and safety assessment, healthcare guidelines, and reporting requirements; develop, organize, and implement policies, long and short-range plans, and provide accountability for district health and wellness.
5. Participates, assists, and recommends in the recruitment, interviews, and assignment of health staff.
6. Represents the district in working with community groups, agencies, and professional organizations to meet the health needs of students.
7. Plans, coordinates, monitors and/or performs state mandated vision screening, hearing screening, scoliosis screening, and follow-up at all school sites; monitors required annual state reports and mandated cost reimbursement forms for all school sites and departments.

8. Implements state policies concerning the administration of medication.
9. Participates in the evaluation and placement of pupils recommended for special education programs; completes developmental history reports and serves as a member of the IEP team as necessary.
10. Informs teachers, administrators and counselors of physical or health liabilities of students; trains, supports and informs teachers, administrators, counselors and support staff on the procedures and protocols necessary to support students with health liabilities.
11. Counsels with students, parents, teachers and administrators regarding health needs; assists in the referrals of students to private physicians and/or community agencies as necessary.
12. Performs professional nursing duties necessary to prevent and control communicable diseases in the schools and community
13. Interprets immunization regulations, monitors compliance, and completes required state and county immunization reports.
14. Participates in major emergency care of pupils; assists in completing accident reports.
15. Supervises and monitors the maintenance and accuracy of student health records managed by assigned health staff; ensures confidentiality of health records.
16. Assists in the identification of pupils who need Related Services on IEPs or specialized physical health care services and/or health nursing (RS/HN); provides direct health services to students and trains assigned staff in delivery of needed health related services, and/or provides counseling appropriate to meet the individualized need of RS/HN students.
17. Maintains and promotes effective communication between parents, private physicians and agencies regarding the health and social needs of students.
18. Serves as a resource/health consultant to students and staff.
19. Arranges and provides training for new health services staff including health aides.
20. Serves as the supervising nurse for Extended School Year, summer school, intersession and after school programs.
21. Collaborate with Early Childhood Education staff regarding health services delivery in Pre-K programs at the elementary sites.

22. Represents health services at District and County meetings.
23. Assumes the responsibility for continuous personal professional development and contributes to the professional development of others.
24. Supervises and monitors the maintenance of safe, clean, organized, and efficient health offices managed by assigned health staff.
25. Develops plans for eliminating, minimizing, or accepting health problems of the students which interfere with effective learning.
26. Oversee contract compliance with vendors providing district support to health services management
27. Facilitate CPR/First Aid/AED training courses, test individual skills, and certify staff who successfully demonstrate adequate knowledge and performance of skills
28. Review and analyze Health services and other district health data and report to identify and determine key areas for program improvement and expansion
29. Attend departmental and district wide trainings and collaborative sessions to coordinate activities and programs, share best practices, and disseminate knowledge pertaining to health and wellness.
30. Collaborate with site principals in the planning and implementation of health services delivery to standards set forth for the district
31. Advise the Superintendent and Cabinet of unusual trends or problems and recommend appropriate corrective action
32. Performs other related duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- **Knowledge of:**
  - a. Comprehensive organization, activities, supervision, and goals necessary to implement an effective district-wide health services program
  - b. School law and applicable sections of Federal, State, and District policies, guidelines and procedures related to public school nurse and health services
  - c. Trained in current school nurse and health services, research, and trends

- d. Experience with data collection and analysis
- e. Skilled in health services and delivery techniques
- **Ability to:**
  - a. Analyze problems, identify potential solutions, and make appropriate and effective decisions
  - b. Communicate effectively both orally and in writing
  - c. Work in a diverse socio-economic and multicultural community
  - d. Maintain confidentiality
  - e. Interpret, apply, and explain rules, regulations, policies and procedures
  - f. Operate a computer and job-related equipment
  - g. Respond to emergencies or crises with calm and professional manner and assist with direction of other staff in such circumstances
  - h. Work independently with little direction
  - i. Meet schedules and timelines
- Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental, and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):
- **Physical:**
  - a. Ability to push, pull, and transport instructional and/or presentation materials up to ten (10) lbs. on a regular basis and up to fifty (50) lbs. occasionally.
  - b. Ability to communicate so others will be able to clearly understand a normal conversation
  - c. Ability to understand speech at normal levels.
  - d. Ability to bend, twist, stoop, and reach
  - e. Ability to drive a personal vehicle to conduct business.

f. Generally, the job requires 15 percent sitting, 45 percent walking, and 40 percent standing.

- **Mental:**

a. Ability to organize and coordinate schedules

b. Ability to analyze and interpret data

c. Problem solving

d. Ability to communicate with the public clearly and concisely

e. Ability to read, analyze and interpret printed matter and computer screens

f. Ability to create written communication so others will be able to clearly understand the written communication

g. Ability to communicate so others will be able to clearly understand a normal conversation

h. Ability to understand speech at normal levels

- **Environment:**

a. Indoor – frequently

b. Outdoor – occasionally (temperature variations)

c. Ability to work at a desk and in meetings of various configurations

**EDUCATION AND EXPERIENCE:**

a. Bachelor's degree or higher

b. CBEST

c. Valid Registered Nurse License by the State of California

d. Valid School Nurse Services Credential

e. Valid Administrative Services Credential, or eligibility to obtain an Administrative Services Credential

f. Minimum of five (5) years of full-time experience as a School Nurse

g. Must possess a valid driver's license

**DIRECTLY RESPONSIBLE TO:**

Executive Director of Student Services

**OVERTIME STATUS:**

Exempt

**BARGAINING UNIT STATUS:**

Management

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of Management/Confidential employees

**Regulation Approved:**