

Job Title:	DIRECTOR OF HEALTH SERVICES
Department:	Health Services
Reports to:	Assistant Superintendent
Classification:	Non-Exempt / Support Staff
Employment:	9.5 months / At-will
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The Director of Health Services is responsible for providing educational opportunities for each district student by minimizing absences due to illness, promoting a climate of health and well-being in District schools, and treatment of health related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Provides surveillance of immunization records and prepare CD 31 report for school district.
2. Maintains cumulative health records and perform clerical duties required by health program.
3. Provides basic first aid for illness and injury according to written school policy.
4. Performs selected screening programs as outlined in Manual for School Health Programs, and as directed by school administration.
5. Performs re-screening and referral based on criteria in appropriate screening manuals.
6. Assists in identifying and reporting suspected child abuse and neglect.
7. Incorporates health education in encounters with parents, faculty/staff, and students.
8. Contributes to health information presented to special education staffing team.
9. Performs nursing care for children with special health care needs as ordered by physician.
10. Maintains ancillary personnel time log for time spent serving special students and report to the Coordinator of Special Education.
11. Maintains Sentinel Active Surveillance System Log and report to local health department weekly, and as necessary by law.
12. Speaks to students and adult groups concerning health and wellness and to provide an open channel of communication between the students, faculties, and the Health Service Department.
13. Assists with referrals as needed: (vision/Lion's Club, hearing, scoliosis, Shriner's Hospital, Jordon Valley, orthodontia, etc.)
14. Applies appropriate theory as a basis for decision making in nursing practice.
15. Collects information about the health and developmental status of the students in a systematic and continuous manner.
16. Uses data collected about the health and developmental status of the students to determine a nursing diagnosis.
17. Develops nursing care plans with specific goals and interventions, delineating school nursing actions unique to students' needs.

18. Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain, or restore health, prevent illness and effect rehabilitation.
19. Assesses student responses to nursing actions in order to revise the database, nursing diagnosis, and nursing care plan and to determine progress toward goal achievement.
20. Collaborates with other professionals in planning to assure quality of health care provided to students.
21. Assists students, families, and school personnel to achieve optimal levels of wellness through health education.
22. Assumes responsibility for continuing education and contribute to the professional growth of others.
23. Participates with others in assessing, planning, implementing, and evaluating school health and community services that include primary, secondary, and tertiary prevention.
24. Contributes to nursing and school health through innovations in theory and practice and participation in research.

SUPERVISORY DUTIES

1. Supervise all health service personnel.
2. Supervises students under care at all times.
3. Participate in the hiring and continuing employment of all health services personnel.
4. Schedule health services staff to coordinate with calendar of 184 days that follow the same hourly schedule as teachers, coordinating schedule with principals, and submitting schedule to Safety/Health Director.
5. Prepare annual written evaluation of health services personnel and review evaluation with Safety/Health Director and personnel including evaluation from the Principal.
6. Maintain health services budget, to include ordering of supplies and equipment, and maintain continuing education budget for all health service employees.
7. Maintain current health services substitute list and obtain qualified substitutes as needed.
8. Facilitate continuing education programs for health service personnel.
9. Maintain and supervise training of all personnel in health related areas (i.e., CPR/AED, Blood Borne Pathogens.)
10. Maintain record of current licensure and CPR/AED qualifications on all nurses and other personnel.
11. Establish, maintain, and evaluate the Comprehensive School Health Plan annually, and as needed.
12. Maintain and file Summary Report of the Immunization Status of Missouri Public, Private, or Parochial School Children and the Child Care Immunization Status Report.
13. Plan/organize wellness program for all personnel.
14. Create Year End Report for all schools health services and prepare Annual Report to be presented to Board of Education.
15. Provide a Comprehensive Health Service Handbook for all health service personnel to explain in detail the policies and procedures of the Health Service Department
16. Attend meetings as required by the Assistant Superintendent.
17. Co-Chair the district Care to Learn Committee.
18. Assist in the planning of Health facilities for new school constructions or the remodeling of existing buildings within the district.
19. Maintains confidential nature of all school-related matters.
20. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

1. Minimum of three years nursing experience.
2. Good organization, communication and interpersonal skills.
3. Possess positive character traits that are student-centered.
4. Education and/or experience are not exclusive determinations for hire. A combination of education and experience are considerations for employment.

Certificates, Licenses, Registrations

Current R.N. License, CPR certification, AED certification are required.

SKILLS AND ABILITIES

Language, Computation, Reasoning, Technology, Additional Skills and Abilities

The ability to read, write, and communicate fluently are required. Minimal math skills are required. The ability to investigate, fact find, and problem-solve are needed qualifications. Employee must be able to interpret and follow directions. As well as, operate proficiently hardware and/or software specific to employment.

Additional Skills and Abilities

Identify needs of individual students and to adapt accordingly. Establish and maintain effective relationships with students, peers and parents. Perform multiple tasks simultaneously.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak as a major function of the job. Regularly required to speak and hear in an environment where numerous conversations and activities may be taking place simultaneously. Must have close moderate and distance vision ability. Regularly required to read handwritten or printed material. This position does require prolonged computer use.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while walking, reposition weight up to 150 lbs., pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Employee can be expected to help students with their mobility needs. Physically capable of assisting students with health care needs that may require lifting, positioning, transferring, restraining, or transporting within the school environment and during school events. Able to treat a patient lying in a prone position.

Hours / Attendance / Travel

Beginning and ending work hours will be established by the supervisor. Hours may vary. Overtime hours may be necessary, with approval of administration.

Consistent and regular attendance is an essential component of this job.

In district travel may be necessary on occasion.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual may be required to work outdoors for short periods of time. Exposure to illness can be expected. The work will require the use of protective equipment such as masks or gloves.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.