



Job Title:	Director for Health Services *	Wage/Hour Status:	Exempt
Reports To:	Assistant Superintendent for Curriculum & Instruction	Pay Grade:	Teacher Scale
Dept. /School:	Health Services or Assigned Campus	Date Revised:	01/15/2019

Primary Purpose:

Provide leadership in development, implementation, and coordination of a comprehensive program of health services for district. Participate in nursing policy formulation and decision making.

Qualifications:

Education/Certification:

Bachelor's degree in nursing

Valid registered nurse license from the Texas State Board of Nurse Examiners

Graduate of an accredited professional nursing education program

Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners

Certified by Texas Department of Health to conduct vision and hearing screening

CPR Certification in last two years health care provider card)

CPR Instructor Certification

Special Knowledge/Skills:

Ability to organize, direct, coordinate, and evaluate health services delivery system

Ability to interpret policies and procedures

Ability to manage budget and personnel

Knowledge of community medical and health care services

Knowledge of health appraisal to identify student health defects

Strong organizational, communication, and interpersonal skills

Experience:

Two years nursing experience, preferably in community health, pediatric or family health.

Major Responsibilities and Duties:

Program Management:

1. Interpret objectives and policies of health program to all concerned.
2. Help staff interpret school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.

3. Help staff put in place and promote school health program with the following components: health appraisal, health education, and maintenance of a healthy school environment.
4. Develop and coordinate continuing evaluation of health program and make changes based on findings. Recommend policies to encourage program involvement.
5. Help school nurses and nurse aides manage all components of campus health service programs by telephone and through on-site visits.
6. Consult with campus staff on referrals and provide follow-up services to meet health needs of students.
7. Coordinate activities of the health program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services.

Nursing Services:

8. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
9. Serve as health advocate for students.
10. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
11. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
12. Perform tube feeding, urinary catheterizations and other medical procedures within the scope of a registered nurse's practice.
13. Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.
14. Maintain confidentiality of all health information and records.

Administration:

15. Administer health services budget and ensure that program is cost-effective and funds are managed prudently.
16. Compile budget and cost estimates based on documented program needs.
17. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated records of health information for all students and submit to Texas Department of Health and Texas Education Agency as needed.
19. Order supplies for all campus clinics and distribute.
20. Recommend purchase, replacement, and repair of equipment to meet needs of campus health service facilities.
21. Review and evaluate immunization records.
22. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
23. Strictly comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
24. Report potential health and safety hazards to principal.
25. Strictly comply with all district and campus routines and regulations.

Instruction:

26. Provide health counseling and instruction to individual students.

Consultation:

27. Serve as health liaison between school, physicians, parents, and community.

28. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
29. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees.
30. Participate in assessment and reporting of suspected child abuse.

Personnel:

31. Assist with recruiting, interviewing, selection, and training of all health services personnel and make recommendations about placement, assignment, discipline, and dismissal, working cooperatively with campus principals.
32. Help principals evaluate performance of nurse aides to ensure effectiveness.
33. Develop training options and improvement plans to ensure exemplary operation in the health services area.
34. Maintain certification in CPR, vision and hearing screening, and as a health screener.
35. Model behavior that is professional, ethical, and responsible.

Professional Development:

36. Be aware of medical developments in health fields that could enhance program effectiveness.
37. Plan and conduct professional development programs for nurses and nurse assistants.
38. Other duties as assigned.

Supervisory Responsibilities:

Supervise school nurse aides at campuses throughout district.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district travel; exposure to bacteria and communicable diseases.

**Adapted from School Nursing in Texas: Guidelines to Professional Practices published by the Texas Association of School Nurses, 1995.*

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.