

STOCKTON UNIFIED SCHOOL DISTRICT

Director of Comprehensive Health Services

DEFINITION

Plan, design, implement and evaluate programs to reduce health-related barriers to student education. Coordinate health education in the schools for student staff and families. Establish relationships with community based organizations that offer mental/physical health related services for students and families.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant Superintendent of Educational Support Services and exercises supervision over certificated and classified personnel as assigned.

REPRESENTATIVE DUTIES *(Incumbents may perform any combinations of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to reflect principal job elements).*

Integrate the work of the department into the total educational program of the District in an effort to achieve maximum results from the services provided. (E)

District implementation of local, state and federal programs in related areas: and perform duties as assigned. (E)

Coordinate Health Education (PK-12) and provide nursing services as needed. (E)

Serve as liaison between the San Joaquin Local Health District and Stockton Unified School District. (E)

Review programs, budgets and staffing plans prepared by key staff in specific areas: review plans with related District Administrators of nursing in specialty programs, assure conformance with local, state and federal mandates. (E)

Oversee and provide direction for District MediCal/Medicaid Administrative Activities (MAA) billing programs. (E)

Provision and oversight for CPR/First Aid Program for District Employees. (E)

Development and renewal of health related contracts for District programs. (E)

Provide oversight for annual state and federal mandated reports. (E)

Provide medical direction for District Home Instruction Program. (E)

Screen health supply requests from all locations. (E)

Oversee acquisition, maintenance, annual calibration and distribution of health related equipment for health screening. (E)

Work with personnel director and safety officer on employee health problems. (E)

Monitor T.B. clearance programs District employees and Parent volunteers. (E)

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Monitor and clear for payment bills submitted by physicians for employee x-rays, employee physical exams and athletic physical exams. *(E)*

Meet on a scheduled basis with County Health Administrators.

Provide oversight and scheduling of state mandated health programs. *(E)*

Consult with School Nurses and site administrators regarding student health concerns. *(E)*

Supervise specialized health care needs of students in special and regular education programs. *(E)*

Meet with staff, students and families regarding concerns that cannot be resolved effectively by the appropriate site staff. *(E)*

Establish, implement and assess competency standards for nursing personnel. *(E)*

Provide leadership in the development and implementation of professional development for Health services staff. *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- How to achieve and maintain physical and mental health
- Community nursing
- Mental health and health education
- Pediatric nursing
- Laws, rules, regulations and judicial decisions affecting the provision of services in health services areas
- Principles of governmental budgeting and expenditure control
- Principles of supervision, training and program administration
- Oral and written communication skills

Ability to:

- Plan, organize, develop and coordinate the activities of a broad range of programs and special services.
- Analyze program activities outcomes and implement procedures which will improve the provision of services.
- Ensure that programs and activities are carried out in compliance with state and federal requirements.
- Serve as a liaison with a variety of community and governmental organization.
- Provide effective training and curricular development for support staff.
- Prepare oral and written reports.
- Make effective public presentations of program information.
- Physical capability sufficient to perform job tasks.

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Education and Experience:

- Master's Degree a in a health related field from an advanced degree from accredited college or university.
- Clear California Health Services Credential in School Nursing.
- Audiometry Certificate.
- A minimum of seven (7) years of experience as a credentialed school nurse.
- Administrative Credential preferred or five (5) years commiserate experience in Nursing Administration.

License and Certificates:

- California Registered Nurse License
- American Red Cross First Aid and CPR certificate
- Valid California driver's license

WORKING CONDITIONS:

Physical Demands:

Employee in this position must have/be able to:

- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Enter data into a computer and operate standard office equipment.
- See and read a computer screen and printed matter with or without vision aids.
- Sit for extended periods of time.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally.
- Bend at the waist.

Salary Placement:

Management Team Salary Schedule

Tier 7, Range 02

12-month work year

Board Approval: 06/13/17

Management re-alignment 03/01/19