

MABANK ISD

Job Title: Director of Health Services * **Exemption Status/Test:** Administrative or Professional**

Reports to: Assistant Superintendent **Date Revised:** 10/09/19

Dept./School: Health Services or Assigned Campus

Primary Purpose:

Responsible for program administration, implementation, coordination, and evaluation of a comprehensive program of health services for district.

Qualifications:

Education/Certification:

Valid registered nurse (RN) or advance practice RN license from the Texas Board of Nursing

Special Knowledge/Skills:

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

Ability to implement policies and procedures

Ability to manage budget and personnel

Knowledge of school health and nursing administration

Knowledge of community medical and healthcare services

Strong organizational, communication, and interpersonal skills

Experience:

Three years experience in school health, community health, pediatric/adolescent healthcare, or nursing administration

Three years supervisory experience

Major Responsibilities and Duties:

Program Management

1. Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district.
2. Identify, analyze, and apply current nursing and medical research findings to plan and provide health care delivery for all students. Evaluate and improve school health practices and make changes based on findings.
3. Develop programs and recommend policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff, and the community.
4. Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district.

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5. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured.
6. Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services. Represent the district in collaborative community programs related to student health.
7. Serve as permanent member of district's school health advisory committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
8. Coordinate department and district staff development, orientation, training, and certification as related to health needs of students.
9. May perform duties of school nurse at assigned campus.**

Administration

10. Develop and administer health services budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
11. Ensure that all campuses have needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed.
12. Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students.
13. Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy.
14. Follow district safety protocols and emergency procedures.

Personnel

15. Work cooperatively with principals to recruit, interview, select, train, supervise, and evaluate all health services personnel and make recommendations about assignment, retention, discipline, and dismissal.
16. Prepare, review, and revise department job descriptions.
17. Share responsibility with principals to evaluate performance of school health services personnel to ensure effectiveness and develop training options and improvement plans to ensure exemplary operation in the health services area.
18. Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of school nurses and nurse aides at campuses throughout district.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use standard medical clinic equipment including automated external defibrillator (AED)

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013.*

***If the employee is performing the duties of school nurse on assigned campus in addition to the duties of coordinator, the professional exemption may apply.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____