

TITLE:	Director, Health Services	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	As Assigned	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR/HOURS:	12 months/227 days/7.5 hours or duty days and hours as assigned
ISSUED:	Created: April 2012 Revised: June 2021	SALARY GRADE:	A227 18

BASIC FUNCTION: Provide oversight of Health Services systems and staff. Coordinate and facilitate the planning, development, implementation, and evaluation of Health Services that: 1) maximize the quantity of in-class time by reducing the incidence of health related absenteeism, 2) eliminate or minimize health problems which impair learning, and 3) provide the optimal level of wellness for students. Coordinate with leaders in other service areas to ensure OUSD academic and student and family services are coordinated and delivered effectively in accordance with standards for Full-Service Community Schools.

REPRESENTATIVE DUTIES: Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.

**ESSENTIAL FUNCTIONS:
Program Planning, Management, and Reporting**

- *Coordinate and provide leadership in the establishment, review and implementation of department policies, procedures, protocols and systems for the delivery of health services.*
 - Assure such policies and procedures adhere to legal and regulatory requirements.
 - Collaborate with local and state health departments to monitor and manage communicable diseases in schools, and develop and participate in disease prevention and outbreak management programs within schools.
 - Document, compile and submit a variety of reports to ensure compliance with federal, state, and District health laws and mandates.
 - Provide oversight of scheduling, delivery and reporting of mandated services such as vision and hearing screening.
 - Review and analyze Health Services and other District health data and reports to identify and determine key areas for program improvement and expansion.
 - Prepare and present key goals, programs, plans, and accomplishments to inform District leaders, agencies, community partners, and service providers.
 - Provide oversight of department budget to ensure fiscal compliance.
 - Designated coordinator for and a member of the District’s Section 504 Coordination Team to ensure compliance with federal law and provision of

- appropriate accommodations for students with disabilities; management of 504 information/records.
 - Facilitate collaborative partnerships with service providers, community partners and other agencies to align program goals and resources for health services.
 - Coordinate the delivery of nursing services within Summer Learning programs, After School and School Based Health Centers.
 - Collaborate with Early Childhood Education staff regarding health services delivery in Pre-K and K programs at elementary sites.
 - Collaborate with other Health and Wellness unit staff and other District departments to align health-related services and supports in service of creating Full Service Community Schools.
- *Collaborate with site principals in the planning and implementation of health services delivery to standards set forth for Full Service Community Schools.*
 - Attend departmental and District-wide trainings and collaborative sessions to coordinate activities and programs, resolve issues and conflicts, share best practices and disseminate knowledge, contributing to personal and staff professional growth and program improvement.
- *Represent department at District/community meetings.*

Personnel Management

- Supervise, evaluate, and train assigned staff (including school nurses)
- Assess professional development (PD) needs of assigned staff (including school nurses) and create annual PD calendar to ensure optimal staff skill levels.
- Provide cross-training to department staff.
- Perform related duties as assigned.

QUALIFICATIONS:

The District determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures governing work scope

- Program management, including leadership, networking and collaboration, personnel supervision, and fiscal management
- Development, management and evaluation of school health programs
- School as a non-traditional healthcare setting
- Utilization of various forms of assessment and data analysis in program design and management
- Diversity, sensitivity and competence with regard to issues of race, learning or other ability, ethnicity, culture, religion, gender, socio-economic group, sexuality or other orientations or cultural markers
- Organizational development, communications and change management, specifically:
 - Building partnerships and collaboration with departments, agencies, and institutions
 - Interpersonal skills emphasizing tact, patience, courtesy and respect
 - Facilitation techniques
 - Building capacity of adults to function in new systems
 - Facilitation to foster new behaviors and practices in challenging contexts
 - Building authentic and trusting relationships
- Correct English usage, grammar, spelling, vocabulary and punctuation
- Data entry, report writing and record-keeping techniques
- Presentation, communication, and public speaking techniques
- Use and application of computer software, hardware, and related technology

ABILITY TO:

- Interpret and apply applicable laws, codes, policies, procedures, and District regulations governing work scope
- Maintain current knowledge of new technical, academic, and regulatory developments related to work scope
- Recognize, research, assess and analyze management challenges; adopt appropriate plans of action
- Interpret and explain healthcare-specific records, reports, and activities, as well as healthcare programs/plans, accommodations and medical interventions
- Prepare and monitor program budget to ensure fiscal responsibility
- Demonstrate cultural competence and sensitivity with diverse groups across lines of race, ethnicity, religion, gender, socio-economic group, sexual orientation, and other identifiers
- Establish and maintain effective communications and working relationships among diverse groups of students, parents, District staff, and the community
- Establish and maintain effective working relationships with multi-faceted public and private agencies and District departments
- Model effective verbal communication skills using facilitation, tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers
- Demonstrate effective written communication skills, including content communication, conciseness, grammar and usage
- Prepare and deliver clear and concise PowerPoint, verbal or other formal presentations to a variety of audiences
- Recommend and assist in the formulation and implementation of operating procedures and policies
- Plan, coordinate and supervise the work of others

- Cross-train department personnel
- Understand and follow oral and written directions
- Manage competing priorities and time
- Maintain accurate and confidential records
- Operate personal computer, related software, and other office equipment

PREREQUISITES:

- A Master's degree in Education, Nursing or a related field
- Three (3) years of experience working in school administration, preferably in an urban school district
- Experience developing and facilitating community partnerships preferred
- Demonstrated success in program planning/management activities furthering school success, student achievement, and positive child, youth, and family development
- Valid California School Nurse Services Credential or Valid California Teaching Credential
- Valid California Administrative Credential or California Administrative Intern Credential Eligible
- Valid California Registered Nurse License preferred, but not required
- Valid California School Nurse Services Credential preferred, but not required
- A Public Health Nursing Certificate (PHN) preferred, but not required
- Valid California Driver's License, if applicable

PRE-EMPLOYMENT PROCESS:

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

WORKING CONDITIONS

ENVIRONMENT:

Office environment and diverse school site environments; driving a vehicle to conduct work; fast-paced work; constant interruptions; potential contact with blood and other body fluids; potential contact with blood borne pathogens and communicable diseases.

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 50 pounds, occasionally 50+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

OTHER PHYSICAL DEMANDS:

Respond to emergency/life-saving situations which could require rapid response that would necessitate running.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

