

**VISALIA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

*Unit: Certificated Management
Date: 01/2021*

Job Title: Director, Health Services

Directs the administration of the District's health services programs in conformance to District, County, and State objectives and regulations.

MANAGEMENT TEAM RELATIONSHIPS:

1. Directly responsible to the assigned Assistant Superintendent.
2. Directly responsible for the supervision of assigned classified and certificated staff and programs.

ESSENTIAL FUNCTIONS/ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

1. Direct the administration of the District's health services programs in conformance to District, County, and State objectives and regulations.
2. Work collaboratively with the Assistant Superintendent, site administrators, and assigned managers on the development, implementation, and assessment of health services and related programs.
3. Direct, coordinate, and implement district-wide health initiatives; assist in the formulation and development of policies, procedures and programs.
4. Manage the health services programs, support needs, and appropriate materials for the purpose of delivering services that conform to established guidelines.
5. Use data to evaluate the effectiveness of health services programs and/or projects for the purpose of carrying out and achieving objectives within area of responsibility.
6. Communicate and collaborate with other administrators, District personnel, and contractors to coordinate activities and programs, resolve issues and conflict, and exchanges information.
7. Supervise and evaluate the performance of assigned personnel on a regular basis and provide constructive feedback to improve staff effectiveness.
8. Participate in the recruitment and selection of assigned employees; recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of department personnel.
9. Develop and maintain the annual budget for the assigned area; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
10. Administer the District's Medi-Cal reimbursement programs, prepare and maintain accounting and billing service reports; follow-up on participant's activity.
11. Coordinate District's health related programs such as flu TB testing, vaccination events, community forums, health advisory committees, community health fairs and other programs and events.
12. Serve as a training center coordinator for the American Heart Association's District CPR training center; provide first aid/CPR training for staff, coaches; maintain training records, equipment and supplies, including the monthly monitoring of the district AED batteries and program compliance.
13. Provide leadership and act as a resource to site administrators, other school personnel, the Board, and other districts on health-related programs, services, and regulations.

14. Maintain current and relevant knowledge of County, State, and Federal regulations and legislation related to health services; update, disseminate, and interpret health information to appropriate personnel regarding legislative decisions affecting health programs.
15. Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
16. Prepare and maintain a variety of student health files, personnel health files, accident reports, and other records and reports related to health services and related programs.
17. Coordinate the student foreign exchange programs; manage and evaluate health records; process student records for high school placement.
18. Perform health related crisis response action including emergency medical assistance and professional assessments; activate emergency system, monitor and send internal notifications.
19. Coordinate and monitor high school athletic drug testing; obtain team rosters, conduct random selections of test names, maintain confidential positive test results.
20. Prepare Board Agenda Items, as necessary.
21. Perform other related duties as assigned.

PERSONAL QUALIFICATIONS:

Should possess personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

POSITION QUALIFICATIONS: Any combination equivalent to:

Training, Education/Certification:

- Valid California Administrative Services Credential.
- Valid California School Nurse Credential.
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Master's Degree preferred.

Experience:

- Minimum of five (5) years of experience as a School Nurse.
- Experience managing health services programs is preferred.

License Requirement:

- Hold and maintain a valid California Driver's License.
- Must be able to provide reliable transportation to work sites within the District.

Knowledge/Skills & Abilities:

Practices and procedures involved in the administration of health programs, including nursing, athletic training, and occupational and physical therapy functions; local, state and federal standards and requirements governing health programs; applicable education and health care laws, codes, regulations, policies and procedures; principles and practices of administration, supervision and training; organizational and management practices related to the delivery of health care services; medical procedures associated with special health care needs; modern medical terminology, equipment and techniques; advanced public health nursing practices; practices of standardized

health care; budget preparation and control, oral and written communication skills; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software; public speaking and training techniques.

Ability to exercise judgment and discretion in interpreting and applying policies and procedures; administer budgets; analyze situations accurately, problem solve, make independent judgments and adopt an effective course of action; prepare comprehensive written narrative and statistical reports; prepare and make verbal presentations to small and large groups; provide direction to others, manage assigned staff and programs; meet deadlines; supervise and evaluate the performance of assigned staff; establish and maintain cooperative and effective working relationships with others; communicate effectively with individuals of varied cultural and educational backgrounds; operate computers and assigned software; meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

Physical Abilities/Work Environment

Physically and mentally able to perform the essential duties of the position without hazard to themselves or others; ability to stand, walk, bend, stoop, kneel, and sit for extended periods of time. Perform grasping and hand motions with sufficient dexterity of hands and fingers to operate computer equipment and keyboards. Ability to reach in all directions; lift and carry up to 20 pounds of materials; adequate sight or corrected vision for reading printed or written materials and see to observe computer monitor; ability to hear and speak clearly, in person, to groups and by phone, to communicate effectively with coworkers, and the public. Drive a vehicle to conduct work; will be exposed to office and school environments during normal work hours and for night meetings.