

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Director, Health Services	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Director I	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	5246	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Student Support Health Services	<b>SALARY:</b>	Range 15 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Student Support and Health Services	<b>HR APPROVAL:</b>	10-17-14

**BASIC FUNCTION:**

Plan, organize, manage, and coordinate the District's Health Services to provide timely delivery of high quality services to staff, sites, and departments, and ensure effectiveness of a comprehensive school health program; review, develop, coordinate, and communicate the health care needs of students according to policies and procedures; ensure compliance with State and Federal health mandates; and supervise and evaluate performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination 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 accurately reflect the principle job elements.)**

Provide leadership, direction, support, and accountability to Health Services staff to ensure high quality standards and expectations. **E**

Serve as the District's expert and advocate on health matters with administrators, school-level nurses, medical personnel, community service organizations, and community partners; leverage community resources to support Health Services as needed. **E**

Support the development and expansion of, and act as consultant and liaison for health services, wellness and health education, and school-based health centers in a manner that is consistent with District strategies. **E**

Provide advisement, guidance, and support to school nurses carrying out health guidelines; ensure adherence to safety procedures, and coordinate state-mandated screening procedures, such as hearing, vision, and audits of immunization, dental, and physical exams. **E**

Demonstrate leadership to all stakeholders, think outside the box, and develop new methods or solutions inspiring others to reach a common goal. **E**

Collaborate with other District departments for staff development related to health concerns. **E**

Coordinate school health programs with Special Education and Section 504 Accommodations; coordinate training of staff at school sites related to students with special healthcare needs. **E**

Provide technical expertise, information, and assistance regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action; formulate and develop effective policies and procedures to accomplish stated goals; and communicate health policies to others and provide consultation to assigned staff regarding health issues. **E**

Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; compile and submit reports to State agencies and the board as appropriate; and operate a computer. **E**

Develop and prepare the department's annual budget; analyze and review budgetary and financial data to ensure data accuracy; and monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. **E**

Identify and leverage community resources to support health and wellness services. **E**

Develop, plan, and implement strategic long and short-term plans and activities designed to enhance assigned programs and services; perform program analysis, compile information, and make decisions regarding the needs, objectives, and programs of assigned area(s). **E**

Collaborate with public and private agencies/organizations in providing health services to students; collaborate and provide consultation to health programs for implementation in schools and school-based clinics, or other public and private health partners; develop, implement, and supervise District school-based clinics. **E**

Communicate and collaborate with other administrators, District personnel, private or public contractors, outside organizations, community partners, and agencies to: coordinate health activities and programs to assist students with the physical health, mental health, and social service needs; resolve issues and conflicts; exchange information regarding Health Services programs; and model District standards of ethics and professionalism. **E**

Manage and implement LEA Medi-Cal billing as it relates to school nurses. **E**

Participate in the District's school health committee as appropriate; attend various District and community meetings regarding health issues. **E**

Lead and facilitate the District's school health committee, as appropriate; attend various District and community meetings regarding health issues. **E**

Review and stay abreast of current developments, literature, and technical source information to maintain proficiency related to job responsibilities and student needs. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Health Services. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Bachelor's degree; advanced degrees in public health or health education are preferred. Five years of full-time school nursing or nursing experience; five years of supervisory, management, or administrative public health nursing experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; School Nurse Services Credential; and Administrative Services Credential or eligibility for the Administrative Internship Program appointment to the position. Must enter into an Administrative Credential Program within 1 year of appointment to the position.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, and direction of the Health Services of the District.

Infinite Campus technology.

Research-based programs and practices that support the health and wellness of the whole child.

Negotiating service contracts.

Union contracts.

School nursing services and procedures.

Specialized physical health care procedures, CPR, First Aid, and AED.

Medication effects and proper administration procedures.

Diagnostic methods for medical conditions and diseases.

Modern medical terminology, equipment, and techniques.

Proper operation of specialized health assessment instruments.

Testing techniques for hearing, vision, scoliosis, and other screenings.

Current practices and trends relating to school health, and factors influencing the learning process.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

Board Policies and Procedures, California Education Codes, and California Code of Regulations as it relates to health services; and State laws governing health services in schools.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Direct and coordinate the health care needs of students.

Manage change and design an effective system of reporting progress and monitoring results.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Respond effectively and expeditiously to emergency medical situations.

Share health information with other professional persons in a confidential manner.

Assist with grant proposal writing.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports, including state, county, and local mandated reports.

Supervise and may evaluate the performance of assigned staff.

Operate a computer and related software.

Meet State and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and school site environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit, stand, walk, push/pull, and stoop for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**SAMPLE HAZARDS:**

Exposure to blood and body fluids and student and staff illnesses.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.