



HEALTH SERVICES SUPERVISOR

Classification: Professional-Technical Level 4

Location: District Office

Reports to: Director of Student Support Services

FLSA Status: Exempt

Employee Group: Professional-Technical

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Coordinates, oversees, and delivers a district school health program providing services to students and staff members in order to enhance health and wellness in the school community.

Part II: Supervision and Controls over the Work

The health services supervisor works with a high level of independence and professional discretion under the general supervision of the student support services director. Work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, and direction of the supervisor.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Plans, develops and administers a coordinated school health program. Assesses the health and safety needs of the school environment in compliance with local, state, and federal guidelines. Participates in the development of health-related policies and procedures in compliance with current health practices.
2. Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data. Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies. Establishes procedures and programs for health screening according to state mandates and guidelines. Establishes a student accident/injury prevention program to facilitate school safety.
3. Staff supervision: Assists in all aspects of staff supervision to include:
 - a. Recruits and assigns staff.
 - b. Evaluates the need for, development, and delivery of staff training. Assures that all mandatory safety training is provided and completed in a timely manner.
 - c. Fosters effective teaming and collaboration within the staff.

- d. Creates effective communications with staff to assure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
 - e. Creates an environment in which staff can provide open and candid feedback and suggestions on food service operations and issues. Works closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
 - f. Participates in the performance evaluation of staff to include intervention when performance fails to meet expectations.
4. Develops, trains staff, and/or delivers training in mandatory areas to include bloodborne pathogens, first aid, CPR, defibrillation, and disease prevention. Provides health information and counseling for students, parents, and staff.
5. Assures effective establishment and management of school health records in accordance with state and district requirements. Establishes procedures to assure that schools maintain accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions. Establishes procedures to maintain confidentiality regarding all school and health-related issues.
6. Participates as a member of the curriculum committee as a resource and specialist in health issues. Provides oversight and/or presentation of health-related classroom instruction. Provides staff in-service programs on health topics including blood borne pathogens and the district exposure control plan.
7. Provides and/or delegates to direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation. Provides for screening and follow up for students with deficits in vision, hearing, growth and development, and other physical deficits.
8. Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
9. Participates as crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury. Establishes procedures to assure that school staff make appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
10. Assures that schools have and maintain a user friendly and organized health services facility conducive to confidential communication and services. Initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community

11. Manages health budget and arranges for purchase and maintenance of health and safety supplies and equipment as indicated for the health office and school.
12. Develops and maintains current health care plans for students who need special nursing interventions during the school day. Recommends modifications of the school program for students who require accommodations due to a health deficit.
13. Works collaboratively in a professional learning community with administrators, teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective practices, and developing and implementing best practices.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Valid state certification and/or licensing in school nursing.
3. Bachelor's degree in nursing from an accredited school of nursing.
4. Possess basic public/school health preparation and a minimum of three years of field experience.
5. Ability to understand procedures and function in a school system with regard to the special part health services play in the overall education of the student
6. Experience in health education in personal safety, nutrition, personal hygiene, AIDS education, and/or drug/alcohol/tobacco training is desirable
7. Ability to work cooperatively with students and their parents, district staff, and community members who are culturally, racially, and linguistically diverse
8. Ability to effectively communicate with parents, students, and staff verbally and in writing.
9. Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
10. Possess a valid state driver's license

Part V: Desired Qualifications

1. Bilingual skills in language(s) common to the district.
2. Prior experience in public school nursing.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities.

The employee must regularly lift and carry items weighting up to 50 pounds or more and occasionally lift, restrain, or move up to 100 pounds – most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with the subject being taught, but can be abnormally loud on occasion.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.