

JOB TITLE: **DIRECTOR, SCHOOL HEALTH SERVICES**

REPORTS TO: Superintendent

POSITION PURPOSE:

Direct the operations of the Department of School Health Services.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL JOB FUNCTIONS:

1. Develop service objectives, policies, and procedures for the Department of School Health Services programs for the delivery of health services within the legal and ethical guidelines of represented health professions, the authorization of community/contracted medical authorities, and to implement activities designed to achieve these objectives.
2. Develop budgetary guidelines, establish priorities, and supervise preparation of annual budgets for each program within the department, and to present them to the Superintendent and Board at prescribed budget meetings.
3. Assist in determination of program needs and establishment of program priorities.
4. Direct the activities of the School Health Services Advisory Committee.
5. Manage collective bargaining contracts within the department according to written administrative guidelines.
6. Make recommendations to the Superintendent regarding the selection, assignment, hiring or dismissal of personnel.
7. Directly evaluate supervisory and support personnel in the department and supervise the evaluation of all other department personnel.

8. Serve as a member of the Superintendent's Cabinet.
9. Attend MESD Board of Directors meetings.
10. Administer the programs within the policies, rules, regulations and procedures of the District.
11. Convene staff meetings within the department as needed.
12. Approve and authorize inservice, continuing education or workshops for department staff.
13. Work in an advisory capacity with local school districts in:
 - a. Developing and implementing new and expanded health programs.
 - b. Developing state equipped inservice programs for school personnel.
14. Have current knowledge of statutes and rules relating to the practice of nursing and other health-related laws affecting school-age population, and to give input into the development/modification of these statutes and rules.
15. Prepare and evaluate reports regarding the activity analysis of department programs, and make appropriate recommendations based on this data.
16. Act as a resource person to other individuals and organizations, but not excluding:
 - a. Other MESD Departments/Programs.
 - b. Local District Administrators.
 - c. Oregon Department of Education
 - d. Oregon Health Division
 - e. Multnomah County Department of Human Services.
 - f. State Office of Children and Families
 - g. Oregon School Boards Association
 - h. Confederation of Oregon School Administrators
17. Administer services as agreed upon with contracted agencies.
18. Work with private health care providers, local, state, or federal public agencies to develop and implement services benefiting students enrolled in public schools.

OTHER JOB FUNCTIONS:

1. Work with other ESD departments and/or agencies as requested.
2. Provide information and reports to the Superintendent as requested or required regarding the operations of the School Health programs.
3. Attend Superintendents' Council meetings.
4. Perform other job-related duties as assigned by the Superintendent.
5. Attend meetings and conferences as ESD representative as authorized by the Superintendent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated leadership and project organizational skills and the ability to carry out multiple projects as assigned.
- Possess strong interpersonal skills to develop collaborative relationships with district personnel and other agency staff.
- Excellent oral and written communication skills.
- Effective project management planning, budgeting, organizing, and cost control techniques.
- Valid driver's license, and own transportation.

EDUCATION AND EXPERIENCE:

Valid Oregon License to practice as a registered nurse, Bachelor's Degree in Nursing, Management, or related field, (4 years experience in a comparable position may be substituted for a bachelor's degree), minimum five years experience in school nursing (two years of Community Health experience may be substituted for one year of school health experience up to two years). Two years experience in an administrative/supervisory capacity.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.