

ASSISTANT DIRECTOR OF HEALTH SERVICES

DEFINITION

Under the direction of the Assistant Superintendent, Assistant Director of Health Services oversees the health services program at all elementary and secondary schools to evaluate, improve, and protect the health of pupils and all employees in accordance with state and federal law as well as district policies and procedures.

EXAMPLES OF DUTIES

1. Implement the philosophy, goals, and objectives of the health care program as identified by Board policy.
2. Interpret and apply federal, state, county and school district laws, regulations, policies and procedures as they apply to health services.
3. Coordinate health services for all sites, including training and compliance monitoring.
4. Organize/plan student immunization clinics.
5. Oversee District wide compliance for mandated student immunizations and dental requirements.
6. Coordinator of LEA/MEDI-CAL, MAA.
7. Responsible for state compliance reporting for CHDP's, hearing and scoliosis.
8. Participating member in County school Health Council and District Wellness Committee.
9. Supervise office managers/ assistants in administration of medications and health needs of students.
10. Is responsible for updating Board Policies and Administrative Regulations that relate to health of students and staff.
11. Is responsible for the preparation and submission of the annual budget for health services, and the administration of the approved budget.
12. Serve as a member of the SARB board to assess health related truancy issues.
13. Responsible for scheduling/ performing all mandated screenings for scoliosis, vision/ hearing per required grade level.
14. Provide technical health related information and updates to the Superintendent and Cabinet to make districtwide health related decisions.
15. Perform other tasks and duties as assigned. Communicable disease management, Create and update individualized health plans for students with medical conditions. Yearly notification and updates to staff of student emergency medical plans.
16. General and specific pandemic related Health guidance, review, policy updates, and implementation for school compliance:
  - a. Attend weekly liaison meetings with Solano County Health Department
  - b. Attend weekly meetings through CDPH for current health related requirements/updates
  - c. Establish and monitor school based health related protocols for students/staff
  - d. Supervise and oversee operations such as, students' health needs, impact of accidents and other incidents on student and staff health, communication with parents and staff, contact tracing,, etc.
  - e. Collect, document, analyze, and report student and staff health related data required by the County Health Department
  - f. Communicate health related protocols and guidelines with staff, parents, and community members
  - g. Tracking and documenting immunization and vaccination status of students and staff per State public health order
  - h. Participate in District and Site level meeting to provide updates on health related topics.

## **QUALIFICATIONS**

### *Knowledge of:*

1. Works in cooperation with other agencies and organizations to meet the needs of students.
2. Works well with a diverse population.
3. Possesses a love and commitment to children and their educational pursuits.
4. Excellent oral and written communication skills.
5. Knowledge of School Board policies and practices related to health services.
6. Train staff in different health related topics.

### *Ability to:*

1. Establish and maintain productive collaborative relationships with others.
2. Use effective interpersonal skills including tact, patience, and courtesy.
3. Ability in task organization, task completion, and decision making.
4. Ability to communicate with school-based and district staff on professional, specific and general areas of health related topics, laws, and regulations.
5. Ability to work cooperatively as a member of a leadership team.
6. Ability to work independently to produce reports, organize projects and compile data.
7. Ability to plan, establish priorities, and implement activities for maximum effectiveness.
8. Has a collaborative style, is flexible, and enjoys working with all elements to the school community.
9. Possesses the characteristics of honesty, openness, warmth, humor, integrity and is a caring person.
10. Ability to exhibit the qualities of leadership essential to the successful administration of a District wide Health Program.
11. Ability to work cooperatively with staff, students, parents, and community.

## **EDUCATION AND EXPERIENCE**

1. Credential: Possession of a Health and Development credential or Standard Designated Services Credential.
2. Education: A bachelor's degree from an approved institution are required.
3. Experience: A minimum of five years of nursing experience.

## **LICENSES AND OTHER REQUIREMENTS**

- Valid California driver's license

## **PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT**

The Physical Abilities and Other Conditions of Employment listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment which may be required of positions in this class. Benicia Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

1. Vision: (which may be corrected) to read small print and see small objects.
2. Hearing: Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 5 feet.
3. Speaking: Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
4. Strength: to lift, push, pull, and/or carry objects which weigh as much as 25 pounds on a frequent basis.
5. Smell: to distinguish strong odors.
6. Environmental Requirements: work alone; work inside as a primary assignment; work with interruptions.
7. Mental Requirements: to read and write English at a level necessary for job performance; make simple arithmetic computations; respond to emergencies and changes in schedules; plan work for self and others; keep records, follow schedules, and prepare routine reports.

8. This type of work requires occasional or frequent standing, walking, sitting, or reaching for extended periods of time.
9. Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate office equipment, and move about the work area and between work sites.