

JOB TITLE: Health Services Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director of Special Education/Special Programs, assists in the development and implementation of district policies and procedures related to the school health program, provides leadership in articulating and coordinating the school health program throughout the District; assists in training, supervision and evaluation of personnel within school health program areas.

SUPERVISOR: Director, Special Education/Special Programs

TYPICAL DUTIES:

In collaboration with school site administration, supervise the delivery of school health services to all students in the District.

Develop, implement and monitor training for all staff involved in providing school health services.

Collaborate with school personnel, parents, health and social services agencies and providers to develop resources for student health and well-being.

Assist principals in the screening, employment, and evaluation of Health Office staff.

Coordinate all mandated student health services and prepare required reports for State and Federal programs

Integrate school health with other District programs and activities.

Collaborate with and advise Director regarding district policies and procedures.

Finalize and approve individual Health Assessments and School Health Care Plans.

Monitor and update school health office procedures and train staff as required.

Submit reports and recommendations to the District as requested.

Serve as a resource person to schools, parents and community groups on school health topics.

Collaborate with Director and principals to ensure compliance of District special health programs with State and Federal law.

Serve as a resource person to District initiatives in health education, healthy school environment and health promotion for staff.

Participate as a school health expert in District programs for improving school attendance, preventing accident and injuries, decreasing school violence, and enhancing disaster readiness.

Assess situations involving student's safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.

Provide training on various health related subjects (e.g., CPR, disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to students, teachers, and other school personnel on such issues.

Report students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.

Supervise all first aid, medication, and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile, and/or injured children.

#### EMPLOYMENT STANDARDS:

Possession of a Valid School Nurse Credential, Special Teaching Authorization in Health preferred

A minimum of three years of school nurse experience in public schools; a background in interdisciplinary collaboration with emphasis on continuous quality improvement and research-based practice

Valid California License to practice as a Registered Nurse

Masters Degree or equivalent preferred

Valid California automobile operator's license.

Current adult and child CPR card.

Current first aid card.

#### DESIRABLE QUALIFICATIONS:

##### Knowledge of:

Operational characteristics, services, and activities of a school health program.

Principles of nursing related to school health services.

First aid practices, procedures, methods and techniques.

Specialized healthcare procedures, including but not limited to: catheterization, nebulizer treatment, tracheotomy suctioning, blood glucose monitoring, gastrostomy tube feeding, intravenous medication and infusion, and oxygen administration.

Principles of public health administration.

Child development, common childhood health problems, health care agencies and resources, public school operations, materials and methods of health education

Childhood diseases.

Pertinent Federal, State, and local laws, codes, and regulations.

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Manage and coordinate the work of lower level staff.

Work with minimum supervision and to adapt to a variety of settings.

Function as a team member.

Supervise and train staff.

Interpret and explain District policies and procedures related to the school health program.

Interpret school health program to administrators, teachers, parents and community.

Counsel pupils, teachers, and parents regarding health needs and functions.

Give specialized instruction to school children.

Prepare clear and concise reports.

Respond appropriately to emergency or conflict situations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Effectively collaborate with administration, parents, teachers, and other District departments.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment and vehicles

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: administration of CPR, administration of first aid.

Maintain strict confidentiality.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category III

1. Physical condition necessary for sitting or standing for prolonged periods of time.
2. Light to moderate lifting, pushing and pulling.
3. Speaking and hearing to communicate in person or over the phone.
4. Sufficient visual acuity to recognize words, letters, and numbers.
5. Lifting over 50 pounds or carrying any object over 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the positions(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**

Adoption Date: May 19, 2010

Revised: