

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – HEALTH SERVICES AND NURSING

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of duties including but not limited to assisting in the coordination and execution of services, health testing/screening, records inspection, support to Special Education, health related instruction of employees, policy/program development, and comprehensive education for students and their families. The employee monitors Nursing Services for students. Work includes the supervision of training and advising of nursing staff in matters pertaining to the care of students with disabilities. Employee is responsible for interpreting changes to the North Carolina Curriculum regarding health education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee monitors existing health education programs, evaluates the effectiveness of current programs and also assesses the need for new programs. Ensures that all State, Federal, local, IDEA and Section 504 guidelines are followed as well as Guilford County Schools' policy/procedures. Reports to the Assistant Superintendent of Support Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Employee monitors the overall effectiveness of programs and ensures all are implemented within federal, state and local regulations including the school nurse practice act.

Employee is the district liaison with the Department of Health and Human Services and coordinates school nursing and related services for the district.

Employee assists health teachers with the selection of materials and provides teachers various tools and materials to aid instruction.

Plans, develops, and implements a comprehensive health services program (including health education, and school nurse services) which assesses needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs.

Provides direction, consultation and supervision to health resource teachers; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures.

Coordinates school nurse services between the Department of Health and Human Services and schools.

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Oversees all nursing services, to include training and supervision of Permanent, Part-time, Interim and Contracted Nursing personnel.

Ensures that all State, Federal, local, IDEA and Section 504 guidelines are followed as well as Guilford County Schools' policy/procedures.

Develops and implements standards, policies and procedures related to nursing services for GCS.

Determines the role of the Nurse as part of the IEP team.

Evaluates current district nursing services for students with medical needs. Plans, develops, and implements a comprehensive nursing services program for the district.

Directs nursing staff with assessment of student needs, establishes objectives and priorities, delegates responsibilities, develops strategies to achieve objectives, and evaluates programs.

Directs nursing services for students based on physician's orders, IEP and ongoing student healthcare needs.

Develops and coordinates the presentation of selected health training to system employees to include but not limited to: abuse reporting, CPR, health/nutrition awareness, blood borne pathogen prevention, first aid, drug awareness and medicine administration.

Develops, presents and coordinates health training to select students or student groups to include but not limited to: infection control measures, blood borne pathogen, drug awareness, head lice prevention and treatment, nutrition, safety issues and sex education.

Makes oral presentations to staff, community and media groups as part of in-service training about specific health and student care concerns, as appropriate.

Assists school system administrators and appropriate committees in developing healthcare related programs for school staff, parents and students.

Serves on various school system committees, attending meetings and participating in other activities of such groups as appropriate.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of nursing, reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with nursing and school system staff to facilitate exchange of information.

Supports school system and administrators with the development of immunization management programs and coordination of record reviews and audits.

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Supports eye and hearing screening programs to include record audits and conduct of screens/tests.

Communicates local/state/federal requirements to Central Office Staff, Superintendent, Board, principals, and school staffs.

Prepares and maintains Health Services program budget.

Develops programs, supporting policy and procedures in areas of responsibility for Board approval.

Responsible for the training and continuing in-service of principal designated personnel that support the medicine administration policy.

Collaborates with staff regarding RFPs, makes hiring selections for contractors and permanent nursing staff.

Develops partnerships with local hospitals, mental health clinics, child psychologists, school psychologists, and other medical professionals to facilitate exchange of information.

Supervises district Supervisors of Nursing and Coordinators of Mental Health.

ADDITIONAL JOB FUNCTIONS

Assists personnel department with screening and interviewing applicants for teaching and other positions.

Works with local colleges and universities regarding Health Education programs.

Performs other related work as required.

Any other duties as assigned by Assistant Superintendent of Support Services and/or the Chief Academic Officer.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in School Health and Master's degree in Supervision or Administration, or a related field, and 10 years of experience as a program administrator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Bachelor's degree in nursing with 3-5 years of nursing experience preferred.

SPECIAL REQUIREMENTS

Valid N.C. driver's license, certification to instruct CPR, CPR Certification and First Aid Certification are required.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, facsimile machines, etc. Must be able to exert an eligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, roster, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government technology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; to determine percentages and decimals; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of federal, state, and local regulations regarding health services.

Thorough knowledge of district and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of the current literature, trends, methods, and developments in the area of health services.

Considerable knowledge of principles of supervision, organization and administration.

Skill in assisting, developing and supporting staff.

Ability to review and evaluate the overall effectiveness of large programs.

Ability to develop goals and long-range plans for large programs.

Ability to develop policies, procedures and standards for services offered.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

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Ability to establish and maintain effective working relationship as necessitated by work assignment.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.