

## DeSoto ISD Job Description

**Job Title:** Director of Health Services    **Contract Days:** 226

**Reports to:** Executive Director of Student Support Services

**Dept./School:** ISC

**Pay Grade:** Admin/Prof 06

**Wage/Hour Status:** Exempt

**Funding Source:** Local

**Revision Date:** September 2021

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OUR VISION

OUR MISSION

OUR VALUES

### Primary Purpose:

Oversee the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; conducting mandated health screenings, identifying health problems for referral to appropriate parties for proper follow up treatment, and assisting with all related activities and functions of safety implementations related to COVID-19 protection strategies.

### Qualifications:

#### Education/Certification:

- Bachelor's Degree in Nursing or Advanced Practice Registered Nurse (RN)
- Licensed as a Registered Nurse for the state of Texas

#### Special Knowledge/Skills:

- Ability to explain complex information to the public in a clear, concise, accessible manner
- Ability to develop and present district-wide communication and trainings
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Strong planning, organizational management, and interpersonal skills. Experience in school health, community health, pediatric/adolescent health care, and/or nursing administration

**Experience:**

- COVID-19 management experience(preferred)
- Experience with Microsoft Word, Excel, PowerPoint, Google Suite
- Experience working with children or adults in COVID positive environment
- Emergency preparedness and response experience

**Major Responsibilities and Duties:**

1. Develop and deliver training to staff and stakeholders related to contact tracing, health and safety protocols, and other COVID-19 response related standard operating procedures.
2. Maintain and update the record of the district's evolving COVID-19 response plans and protocols.
3. Serve as a resource and provide guidance to district administrators regarding district protocols, contact tracing, and communication including effective implementation.
4. Aid with contact tracing for cases that involve more than one school site and/or department and assist with prompt communications
5. Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
6. Determines the goals and priorities of the health services program in conjunction with nursing and other staff, within the goals and strategic plan established by the district
7. Assesses situations involving students' 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.
8. Coordinates implementation of state mandates related to school health services including, but not limited to: CPR/AED, screenings, immunizations, Type 2 Diabetes Screening (if applicable) and other state laws, rules and regulations.
9. Implements school health care plans for the purpose of providing appropriate care. Maintains contact with parent/guardian for the purpose of alerting them to any changes in student health and/or referring students for further medical/emotional intervention as needed.

10. Maintains health care plans, medical emergency cards, records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.
11. Monitors reporting procedures for all students and health activities for the purpose of ensuring the processing is completed per policy and/or regulation.
12. Organize and administers the district health office for the purpose of ensuring the area functions in an efficient and effective manner.
13. Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
14. Refers students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.
15. Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
16. Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.
17. Responds to emergency situations for the purpose of addressing immediate safety concerns. Supervises department functions including supervising all district health services staff, planning, scheduling/coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
18. Develops programs and recommends policies and administrative regulations related to health and safety and provides expert advice to district administration and other departments regarding policies, administrative regulations, nursing and healthcare standards on matters impacting students, staff and the community

**Other Functions:**

- Establishes the organization and determines the priority for allocation of resources to achieve the school health services program goals.
- Serves as a member of the local school health advisory council, and other district committees related to health and safety issues of students and staff, such as crisis intervention planning teams, staff wellness programs and exposure control committees.

- Participates in a variety of meetings, workshops and seminars, including IEP, (e.g. local/state health meetings, programs, 504, child studies) for the purpose of sharing information and/or improving skills/knowledge.
- Provides training on a variety of 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.
- Assesses, improves and evaluates school health priorities and practices for the district.
- Assists with hiring appropriate district and campus-level staff through establishing criteria for education and experience, as well as departmental and campus staffing needs.

**Supervisory Responsibilities:** This position will coordinate services for the School Nurses on individual campuses. This position will provide direct clinical supervision to the Vocational Nurses (LVN) on campuses throughout the District. Additionally, may service students on DAEP campus with health needs

#### **Equipment Used:**

Personal computer, printer, calculator, fax machine, other general office equipment

#### **Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:** Must maintain emotional control and exercise reasoning and problem solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written). Should be able to interpret procedures and analyze data for decision-making. Occasional in-district travel. Occasional prolonged and irregular hours and heavy lifting.

**Safety:** Contribute to the prevention of accidents and injuries by observing safety rules and District policy, practicing the principles and skills taught in safety training, wearing personal protective equipment as required, reporting injuries and incidences immediately to supervisor, and being proactive in the ongoing efforts to improve and maintain workplace safety.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities,*

*duties, and skills that may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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DeSoto ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Approved by Date \_\_\_\_\_

Reviewed by Date \_\_\_\_\_