Job Title:	Director Health Services	Wage/Hour Status:	Exempt
Reports to:	Assistant Superintendent, Special Education & Health Services Center	Pay Grade:	108
Dept/School:	Special Education & Health Services Center	Date Revised:	December 10, 2021

Primary Purpose

Provide leadership in developing, monitoring and evaluating health care systems for the students and employees of the District as well as networking with community and state health units.

Qualifications

Education/Certification

Bachelor's Degree of Science in Nursing Registered Nurse, licensed in the State of Texas Valid Certification in: Basic Life Support (BLS) Upon employment, seek and maintain current certification in audiometric, vision, spinal and Acanthosis Nigricans screening from the Texas Department of State Health Services

Special Knowledge/Skills

- Ability to organize, direct, coordinate, and evaluate health services
- Ability to interpret policies and procedures
- Ability to mange budget and personnel
- Knowledge of community medical and health care services
- Strong organizational, communication, and interpersonal skills

Experience

Five (5) years nursing administration experience in either hospital, community, corporate or school nursing

Special Requirements

Within ten working days of initial assignment to work, begins hepatitis B immunization series or submit a statement of declination, or provide proof of previous immunization and/or blood titer levels indicating immunity.

Major Responsibilities and Duties

Instructional and Program Management

- 1. Assist district administration in establishing, directing, and evaluating the program for health service as rendered in schools. Participate in development of and provide guidance for nursing policy formulation and decision-making.
- 2. Assist staff members in interpreting school health polices regarding immunizations, communicable disease, medication, and emergency care of the ill and injured.
- 3. Assist staff members in implementing and promoting the school health program in the following: a) health appraisal b) health promotion c) health education/counseling d) maintenance of a healthy school environment.
- 4. Promote available and accessible health care services to students and employees with public, private, community and personnel resources.
- 5. Prepare and maintain complete and accurate records as required by administrative regulations, district policy, state, and federal agencies.
- 6. Coordinate, comply, and submit all required reports of the school health programs to the Texas Department of State Health Services.
- 7. Review, revise and unify all health services documentation forms used throughout the district.
- 8. Assist by ensuring that the school health offices have the equipment and supplies to maintain optimal health care delivery at each campus.

- 9. Prepare an annual budget for Health Services Department and other departments identified based on health needs and priorities of the district.
- 10. Coordinate with External Funding Director to initiate proposals for funding grants that enhance the development of health services systems.
- 11. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing Practice, and the Standards of Clinical Nursing Practice of the National Association of School Nurses.
- 12. Comply with Texas Department of State Health Services regulations, District policies and the El Paso Independent School District Health Services Guide.
- 13. Display initiative, motivation, and aptitude for administering health services.
- 14. Keep abreast of new medical and nursing developments in health-related fields that will enhance the effectiveness of health services.
- 15. Perform other duties as assigned by supervisor.

Personnel Management

- 16. Assist Human Resources Department and Division administration in recruiting and interviewing new employees for health services positions.
- 17. Assess professional credentials and expertise prior to recommending to Division Associate Superintendents and principals for placement.
- 18. Assist school principals in the annual evaluation of school nurses.
- 19. Evaluate personnel directly assigned to Health Services Department.
- 20. Assist by planning and conducting orientation programs for new nurse, other Health Services personnel, and substitute nurses.
- 21. Plan, coordinate, and conduct continuing health education programs for nurses and Health Services volunteers.
- 22. Implement Texas Department of State Health Services laws, regulations, and procedures, ensuring that school health nurses operate in compliance with these directions.
- 23. Conduct meetings with school-based nurses, meetings with Title I nurses, and grade level meetings.

Communication and Community Relations

- 24. Act as a liaison between the schools and community health care providers through the development of professional public relations.
- 25. Cooperate with the El Paso Department of Public Health and Texas Department of State Health Services by maintaining compliance with communicable diseases and immunization regulations.
- 26. Coordinate activities of the health program with those in the community, working with health departments, Texas Education Agency, and the Center for Disease Control and Prevention.
- 27. Coordinate activities of the health program with civic and professional organizations, parents, physicians, dentists, private and voluntary agencies, and school and community health councils.
- 28. Develop and maintain positive working environment in Health Services.
- 29. Develop and maintain an active public relations posture with employees, and the community.

Student Management

- 30. Collaborate with campus principals regarding the identification and needed intervention of student and employee health problems.
- 31. Serve as a professional consultant to school health nurses and administration where a student's specific health need requires case management approach.

Supervisory Responsibilities

School Nurses, HSD Coordinator, Itinerant Nursing Staff Title 1 Nurses, Licensed Vocational Nurses, Secretary and Office Clerk

Equipment Used

Thermometer, blood pressure cuff, automatic external defibrillator, audiometer, scoliometer, otoscope, glucometer, stethoscope, vision screening equipment, suctioning apparatus, enteral feeding equipment, ostomy equipment, catheterization equipment, basic clinic equipment, office computer.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, frequent interruptions. Occasional district travel. Exposure to communicable diseases, bacterial and viral. Moderate (< 44 lbs.) lifting and carrying. Frequent standing, walking, bending, kneeling, pulling, pushing, and reaching. Occasional stair climbing. Must be able to lift up to 40 pounds.

Terms of Employment

226 days; salary to be established by the Board of Trustees

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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Job Title:				
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My supervisor has reviewed this job description with me and has provided me a copy

Employee:

Date:

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la lev. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.