

Job Title:	Assistant Director Health Services	Wage/Hour Status:	Exempt
Reports to:	Director Health Services	Pay Grade:	106
Dept/School:	Special Education & Health Services Center	Date Revised:	May 2, 2022

Primary Purpose

Assist with the supervision and administration of the schools and other staff in the Health Services department. Provide thorough and comprehensive program evaluation, and accurate and timely data to contribute to campus and district student healthcare. Individual will work with campus issues such as parent concern resolution, compliance requirements and deadlines, technology needs, event planning, direct campus support, public relations, and other items as designated by the Director Health Services.

Qualifications**Education/Certification**

Bachelor of Nursing

Valid Texas Registered Nurse License

Current Certification in Basic Life Support (BLS)

Upon employment, seeks and maintains certification in, vision, hearing, scoliosis, and Acanthosis Nigricans screening as per state regulations & EPISD policies, procedures and protocols

Special Knowledge/Skills

- Demonstrated leadership ability in working with administrators, other nurses, teachers, students, parents and the public.
- Application of the nursing process in the delivery of comprehensive nursing care in a school setting that promotes each student's optimal level of wellness and educational performance
- Excellent organizational, communication, presentation and interpersonal skills.
- Ability to develop and deliver training to large and small groups
- Ability to handle multiple high priority tasks simultaneously

Experience

Five (5) years nursing experience in Pediatrics, Community Health, or Acute Care

Major Responsibilities and Duties

1. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing practice, and the "Scope and Standards Practice-School Nursing", National Association of School Nurses.
2. Comply with Texas Department of State Health Services regulations, EPISD policy and EPISD Health Services Department policies, procedures, and protocols.
3. Assist in providing information on best practices and on resources to support campus nurses and administrative staff in ensuring highest quality healthcare delivery for students.
4. Interact positively and regularly with other school nurses and central office representatives to conduct needs assessment and identify needs to the attention of decision makers.
5. Support district-wide decision-making by gathering, analyzing, and reporting student healthcare and safety data on an on-going basis.
6. Promote and communicate district-wide high expectations of nurse and staff performance in an enabling, supportive manner and provides appropriate recognition.
7. Assist campus and other district personnel with the determination of appropriate student healthcare goals and expectations in the area of program improvement; assist with implementation directed by Director, Health Services.
8. Project a positive image about effectiveness of school district health care delivery programs with students, staff, parents and community.
9. Assist with identifying, analyzing, and applying grants to ensure continuous improvement student to healthcare.
10. Assist in maintaining the operation, efficiency, and reliability of the Electronic Nursing Documentation Information System.
11. Provide and maintain the new nurse orientation-training program.

12. Assist in planning, directing, and managing current disease prevention and control programs in the district for staff and students.
13. Assist Director in researching nursing education needs and arranging for appropriate continuing professional development during annual Staff Development.
14. Stay abreast on the latest pertinent school healthcare trends and share with campus nurses and appropriate school administrative staff.
15. Demonstrate sensitivity in dealing with staff, students, and community members from diverse backgrounds.
16. Assist Director in appraising and monitoring school nurses needing assistance.
17. Assist campus administrators in identifying community healthcare needs, which affect the education of children.
18. Support campus nurses and administrators in initiating and supporting healthcare activities for parental and community involvement to include providing, telemedicine programs, and disease prevention programs.
19. Serve as a mediator to ensure positive outcome involving conferences with parents, nurses, and students.
20. Participate with the Director Health Services and other district office personnel in the development and the support of district wide policies, procedures, and practices.
21. Provide timely reports to the Director Health Services.
22. Ensure that systems and procedures are in place to provide safe and healthy campuses.
23. Ensure that student healthcare management programs and procedures are effective in promoting high-quality learning environment.
24. Develop systems and procedures to monitor campus healthcare delivery budgets to ensure that funds are expended appropriately and within federal, state and local guidelines.
25. Assist in the development and implementation of policies and administrative procedures for health services, and in monitoring district compliance.
26. Adhere to HIPAA/FERPA and confidentiality rules and regulations
27. Train new nurses and substitute nurses.
28. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, occasional prolonged and irregular hours. 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.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

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

Employee: _____

Date: _____

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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 ley. 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.