



T U L S A

PUBLIC SCHOOLS

**Job Title: Director of Health and Wellness**

**Department:** Student and Family Support Services  
**Reports To:** Executive Director of Student and Family Support Services  
**Grade:** BG-11  
**Number of Days:** 12 Months  
**Security Access:** District  
**Current Date:** April 12, 2016  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

The Director of Health and Wellness will provide leadership for a comprehensive health and wellness program. The director will collaborate with district leaders, instructional leadership directors, school leaders, other TPS departments, community partners, and government agencies to reduce barriers to education for students, provide training and education, and develop policies and procedures that ensure superior health services and fulfillment of state and federal health related laws and regulations.

## **Minimum Qualifications:**

- Master's degree required—public health credentials a plus.
- Registered by the Oklahoma Board of Nurse Registration.
- Oklahoma School Nurse Certification or ability to acquire.
- Five years leadership / supervisory role with experience in health and wellness program planning.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Establish a multi-tiered health and wellness strategy to meet the needs of students and families.
  - Plan and oversee a districtwide calendar of health services, including screenings, immunizations, health and dental checks, etc.
  - Develop a proactive prevention and education program for areas such as growth and development, risk behaviors, substance use and abuse, teen pregnancy, HIV/AIDS and STD infection, nutrition, and other health and wellness related areas.
  - Coordinate with internal departments and external partners to establish and oversee a comprehensive wellness program.
  - Assist families with financial limitations to obtain services through community organizations and state agencies.
- Provide direct supervision for licensed and non-licensed health services staff, including nurses, students in health related programs, health assistants, and substitute health services personnel.
  - Co-supervise site based secondary school nurses and health assistants.
  - Provide an applicant pool for principal selection of site based health personnel.
  - Conduct school health clinic audits.
  - Conduct orientation for all health services staff.
- Maintain student health records according to federal, state, and local laws and regulations.
- Provide support for school level tiered Response to Intervention (RTI) teams and special education.
- Serve as the district's liaison on health related issues with health care providers and state and local agencies.
- Obtain support as needed from Oklahoma state department and submit all required state and federal reports.
- Develop and manage budgets and health services contracts and agreements.
- Gather, synthesize, and analyzes health data to inform practices and policies.
- Conduct ongoing assessment of programs through formative, summative, and other system-wide data analysis for continuous improvement.
- Schedule health related professional development opportunities for TPS employees.
- Determine program needs and allocate resources to maximize division budget and health services contracts and agreements.
- Coordinate clinical experiences for student nurses and dental hygiene—and others as appropriate—with colleges and universities.
- Stay informed of state and federal laws and procedures pertaining to student health and wellness.

Participate in regional and state meetings pertaining to student health and wellness.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to facilitate collaborative team processes across disciplines.
- Understanding of educational success and social, emotional learning and development.
- Ability to communicate effectively and efficiently in a variety of settings
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situation.
- Ability to lead the development of continuous improvement and ability to facilitate results-based decision making.

**Supervisory Responsibility:** Supervision of over 90 licensed and non-licensed health services staff, including nurses, students in health related programs, health assistants, and substitute health services personnel.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.