



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Health Services

Reports to: Executive Director of Special Education and Student Services
Department: Health Services
Number of Days: 12 Months
Compensation: BL 11
Overtime Status: Exempt
Date Job Revised: June 6, 2008

Position Summary: Oversees the District's Health Services program and provides professional leadership. Ensures compliance with Oklahoma Board of Education health policies, District health policies/procedures, State and Federal health related laws and regulations. Prepares and implements policies and procedures related to areas of responsibility. Supervises and supports over 90 Health Services' staff and students in health related programs. Assists schools and various district departments with health related issues. District's liaison on health related issues with health care providers, State and local agencies. Develops and manages associated budgets and health services' related contracts/agreements.

Qualifications/Job Requirements:

Education:

- Master's degree.

Specialized Knowledge, Licenses, etc:

- School Nurse Certification by the Oklahoma State Department of Education.
- Registered by the Oklahoma Board of Nurse Registration and Nursing Education.

Experience:

- 5 years nursing experience.
- 5 years administrative experience

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Coordinates and manages the District Health Services program including the budget and contract services.
- Provides nursing direction to over 90 licensed and non-licensed personnel, including, but not limited to nurses, students in health related programs, health assistants and substitute Health Services' personnel.
- Supervises and evaluates health services staff based at the Educational Service Center (Elementary School Nurses/Supervising Nurses, Office Staff, Substitute Health Services' personnel and Industrial Nurse).
- Co-supervises site based Middle/High School Nurses and Health Assistants in health related areas.
- Assists with evaluations of site based staff co-supervised, as needed.

- Screens, interviews and selects health personnel who are directly supervised (Elementary School Nurses/Supervising Nurses, Office Staff, Substitute Health Services' personnel and Industrial Nurse).
- Creates an applicant pool for Principal selection of site based health personnel co-supervised (Middle/High School Nurses and Health Assistants).
- Conducts orientation of Health Services' personnel.
- Prepares and implements policies and procedures related to areas of responsibility, and interprets these policies and procedures for staff and community.
- Consults in establishing policies concerning health and safety of students and staff within the District.
- Consults and assists in the direction and implementation of health screening programs for students and staff within the District.
- Advises on the control of communicable diseases within the District.
- Assists departments within Human Resources (i.e. Safety, Classified and Certificated Personnel, Human Relations) in assessing employee health concerns, developing and implementing policies and procedures.
- Serves as a member of the Superintendent's General Staff.
- Interprets information concerning health of students and staff within the District.
- Serves as a resource for health issues within the District.
- Represents District on health and health related initiatives with State and Local agencies.
- Serves as a liaison between schools and various health care providers and State and Local agencies.
- Coordinates and assists with various school based health clinics, programs and services.
- Coordinates the school immunization program, for over 80 sites, for students.
- Maintains data entry of student immunizations, for over 80 sites, under the auspices of the State' Vaccine for Children's program.
- Coordinates the District's flu vaccination program for staff and children.
- Coordinates the Hepatitis B vaccination program for staff.
- Assists with conferences with school personnel, the family and the physician (when appropriate) regarding approaches and adjustments for student and staff health needs, i.e. IEP meeting with Special Services for students.
- Assists students, with financial limitations, to obtain eye exams/eyeglasses through the Health Services' Eyeglass Fund, if funds are available.
- Assists students, with financial limitations, to obtain over the counter treatment for Pediculosis, if funds are available.
- Assists in planning student/parent health education and staff health education.
- Maintain student health records according to Federal, State and Local laws/regulations.
- Conducts random school health clinic audits for over 80 sites for compliance with District, Federal, State and local regulations, protocols and standards.
- Coordinates the OSHA Blood borne Pathogen Program for Health Services' personnel. Assist Human Resources with District wide program as appropriate.
- Provides health related professional development activities for Health Services' personnel. Assists other departments as appropriate
- Develops an annual report of the health services provided by Health Services' department within the District.
- Develops an annual budget for the needs of the Health Services department.
- Assists other departments in health related needs, as appropriate.
- Obtains support services, as funding allows.
- Monitors and dispenses funds provided by community organizations to Health Services to provide services and products for students with limited financial resources.
- Advises staff concerning health- legal issues related to the delivery of health services to students and work-related needs of staff.
- Assists with school emergency protocols and First Aid/CPR trainings needs of District staff, as appropriate.
- Monitors/conducts First Aid/CPR certification for Health Assistants and School Nurses.
- Advises in school and work related emergencies for students and staff.
- Assists Human Resources with the Worker's Compensation reporting protocol.
- Assists District's Audiologist with hearing protocol and implementation of program.

- Consults with health care providers in the community on behalf of students and staff with health needs.
- Works with District's legal counsel in the review and finalizing of agreements/contracts related to Health Services'.
- Coordinate clinical experiences for nursing and dental hygiene students (and others as appropriate) with Colleges and Universities.