Assistant Director of Health Services

Purpose Statement
The job of Assistant Director of Health Services is done for the purpose/s of supporting the Director of Health Services; assisting with directing student health services to ensure effective and quality health care delivery; coordinating Health Services staff orientation, ongoing training and professional development; coordinating staffing needs; planning and coordinating clinical aspects of the district Health Services program; collaborating with community partners, district departments and staff.

This job reports to Director of Health Services

Essential Functions
- Acts as liaison and resource to Health Services staff for the purpose of assisting with problem-solving, decision making and positive outcomes, including staff support for 504 and IEP processes.

- Assists with planning and coordinating clinical aspects of the school health services for the purpose of providing adequate health resources for the care of students.

- Assists with reporting health and safety issues to administration and appropriate agencies (e.g. superintendent, BOE, principals, staff, Clay County Health Department, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

- Audits the delivery of care for student health services (e.g. documentation, medications, manuals, and processes, etc.) for the purpose of ensuring compliance with district and state-mandated requirements.

- Collaborates with the Director of Health Services in the interviewing and selection of candidates (e.g. nurses, health paraprofessionals, etc.) for the purpose of ensuring the highest quality of building staff.

- Coordinates orientation for Health Services staff for the purpose of successfully onboarding new employees.

- Coordinates staffing needs, including identifying subs for absences, for the purpose of ensuring appropriate coverage at each building throughout the school year and during summer school.

- Covers for school nurse for the purpose of ensuring appropriate building coverage in the event a sub is not available.

- Facilitates a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students' health needs, service delivery, and educational programs; and/or improving skills and knowledge.

- Identifies and schedules Health Services staff for the purpose of appropriately staffing summer school.

- Oversees and delivers ongoing training and professional development for the purpose of developing staff and maintaining compliance.

- Performs back-up functions in the absence of the Director of Health Services for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff for appropriate student treatment.

**Other Functions**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: clinical assessment; supervision; strategic planning; budget planning; customer service; risk mitigation; managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; school nurse skills; planning and logistics; people skills; and legal issues in nursing.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 45% sitting, 45% walking, 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:**

Job related experience within a specialized field is required.

**Education:**

Bachelors degree in job-related area.

**Equivalency:**

Bachelor's degree in Nursing required.
Master's degree in Nursing desired.

**Required Testing**

None Specified

**Certificates and Licenses**

CPR Certificate
Missouri Nursing License

**Continuing Educ. / Training**

Maintain Certificate/License

**Clearances**

Criminal Justice Fingerprint/Background Clearance
State Board of Nursing Background, Including Employer Disqualification List (EDL)
**Assistant Director of Health Services**

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.