

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

**DUTIES AND RESPONSIBILITIES OF
CHAIRPERSON OF HEALTH AND HUMAN SERVICES (Non-Supervisory)**

The Chairperson of Health and Human Services Department provides leadership in the development, establishment, and maintenance of a quality health services program. Included in the Health and Human Services Department are each of the School Nurses, the Athletic Trainers, and the Health Room Assistants. The Chairperson is vested with the authority to accomplish this goal in cooperation with the building principals and the office of the Superintendent of Schools. General responsibilities and duties are as follows:

GENERAL RESPONSIBILITIES AND DUTIES

Be directly responsible to the Superintendent for the completion of all appropriately assigned duties.

1. Lead in the development and coordination of ongoing comprehensive health care programs and services for all students in collaboration with their families, the District, and the community, including the following:
 - The development of health service programs for the school population based upon ongoing need assessment and identified priorities.
 - The leadership and facilitation of any and all committee-based, health advisory boards.
2. Communicate information to and from the respective building principals on issues, needs, and activities.
3. Work with and coordinate the scheduling of the school physician and the school dentist as they provide their respective services.
4. Coordinate the collection of budget information from department members to the building principal.
5. Distribute supplies and materials to the various health rooms.
6. Conduct a monthly department meeting and distribute minutes of the department meetings to the building administrators, members of the department, assistant superintendent, and superintendent.
7. Coordinate repair for department equipment as needed.
8. Maintain annual inventories of equipment and supplies for the department.
9. Assist in the staffing process by reviewing initial applications and participating in the selection process as directed by the respective building principal.
10. Assist in the orientation of substitutes.
11. Assist and advise the nurses in establishing and maintaining health rooms that are efficiently operated in an appropriate atmosphere.
12. Coordinate staff development programs for the members of the department.

13. Participate in the orientation of new department members as needed.
14. Submit yearly goals and year-end report to the Superintendent.

GENERAL SKILL REQUIREMENTS

1. Experience as a successful member of the Health and Human Services Department.
2. Ability to work effectively with department members.
3. Knowledge of current health and human services trends.
4. Ability to facilitate effective meetings.