

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 aides, nurse coordinator, 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 (Minimum): Bachelors degree in job-related area with an emphasis in Nursing.

Education (Preferred): Master's degree in Nursing

Required Testing

None Specified

Continuing Educ. / Training

Maintain Certificate/License

Certificates and Licenses

CPR Certificate
Missouri Nursing License

Clearances

Criminal Justice Fingerprint/Background Clearance
State Board of Nursing Background, including
Employer Disqualification List (EDL)

FLSA Status

Exempt

Approval Date

7/1/2021

Salary GradeSee Administrator Salary
Schedule**Revised Date**

9/19/2024

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.