



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: HEALTH SERVICES AND EMPLOYEE WELLNESS LEAD

REPORTS TO: Health Services Manager

CLASSIFICATION: Classified Bargaining Unit

SITE: District Office

SALARY: Range 144 – Classified Salary Schedule

WORK YEAR: SD + 10 Days

APPROVED BY THE BOARD OF TRUSTEES: _____

JOB SUMMARY:

Under the direction of the Health Services Manager and in consultation with appropriate healthcare providers, the Health Services and Employee Wellness Lead provides coordination of student health services and employee wellness programs Districtwide. This position will provide support of administration of student health and employee wellness programs and assist with supervision of site student health teams and site wellness facilitators including staffing and scheduling.

The Health Services and Employee Wellness Lead will work in coordination with the Health Services Manager to identify health needs and services to provide and support our students in achieving optimal health outcomes. The Health Services and Employee Wellness Lead will serve as a resource and lead to site health aides and direct support to the Health Services Manager. The Health and Employee Wellness Lead will maintain health aide responsibilities and expectations while coordinating the multi-tiered systems of support for students and the health program, day-to-day operations, partnering with outside agencies to promote access to health services and programming, and leading school-wide health screening and promotions. The Health Lead assures compliance with laws, codes, board policies and regulations related to student support services; provides supervision as assigned.

Under general supervision of the Health Services Manager, the Health Services and Employee Wellness Lead will be responsible for the implementation and organization of the District's Wellness Programs. Expectations include planning, scheduling, communicating, monitoring, and evaluating the totality of the Wellness Programs and its activities and events. This position acts as the District Wellness Facilitator and oversees the site-based Wellness Facilitators. This position will facilitate wellness programs for staff in conjunction with District administrators, managers and staff.

ESSENTIAL FUNCTIONS:

- Assist with hiring, onboarding, scheduling and staffing Student Health Teams, including but not limited to Health Aides, Athletic Trainers and Temporary Health Aides.
- Work with appropriate healthcare providers to coordinate for the preparation and interpretations of health care plans for students needing specialized care, along with assistance from Health Aides and coordinate for communication with families regarding student health care plans, including the District Concussion Protocol and Management of students.
- Assist with implementation of Districtwide health-related training, based on student, family and/or site needs.
- Work with appropriate healthcare providers to initiate, oversee, coordinate, and maintain community services that provide students with dental, vision and other related services.

- Work with appropriate healthcare providers, coordinate and oversee mandated health screening programs, including for hearing and vision working. Ensure appropriate follow-up to include arranging for the interpretation and communication of results to staff when appropriate and parent/guardian notification of identified health problems through the referral process.
- Monitor the consistent use of required health records throughout the District, and assist in the maintenance, protection, and management of confidential electronic and written student health records.
- Review current process for follow up based on positive COVID-19 screenings, or other communicable diseases, and immunizations and align with county requirements.
- Review, recommend, and serve as main contact for school sites for COVID testing, Health Screenings and COVID-19 line assistance point of contact, and oversee all dashboards for each campus including troubleshooting issues, report and notification monitoring (as needed).
- Assist the Health Services Manager with day to day operations, administrative tasks, data entry and processing of student health records, reports, and statistical information.
- Assist the Health Services Manager to develop and train staff on essential roles and systems to ensure student health and safety standards are up to date.
- Serve as Lead to support all Health Aides and Student Health Team members on student health standards of care.
- Assist the Health Services Manager to develop and maintain a process for students with major medical conditions to submit required annual medical forms for emergency treatment, plan, and medication during the school day.
- Review health office activities and develop best practices for the health office and health aides.
- Coordinate and support monthly health screenings for physicals, sensitive adolescent health screenings, hearing and vision, immunization, or dental health.
- Provide necessary information to staff regarding health related student issues, as appropriate.
- Establish, obtain, and maintain cumulative health and immunization recorded files for each student.
- Assist Health Services Manager with trainings, meetings, communications, and partnerships with community agencies.
- Serve as back-up to Health Services Manager when unavailable.
- Evaluate and update health and safety tools, and processes to increase efficiency and reduce cost.
- Oversee District-wide AEDs maintenance, logistics, training, and communication.
- Lead in the planning, coordination, and delivery of innovative wellness-related initiatives that are aligned with SMUHSD's overall wellness goals.
- Facilitate and monitor implementation of the District's Wellness Programs in conjunction with the Site Wellness Facilitators.
- Develop and implement communication for the Wellness Programs including the design of communication materials, posters/flyers, videos, and website content.
- Update the District Wellness Policies as needed to meet federal and state regulations.
- Schedule activities, events, competitions, and screenings in conjunction with the Site Wellness Facilitators.
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- Identify and develop relationships with local community resources and business partners.
- Manage the recruitment and hiring processes of Wellness Program instructors and Site-Based Wellness Facilitators.
- Perform Essential Functions of the Health Aide and Wellness Facilitator position as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS

Education/Training Experience:

- Bachelor's degree required including coursework in health related issues or equivalent.
- Relevant experience managing a student health office or medically-related office required or equivalent.
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- Familiarity with current California immunization requirements for high school students.
- Combination of experience, educational, and vocational training desirable.
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KNOWLEDGE OF:

- Acquired knowledge and skills pertaining to all aspects of maintaining a health office including, but not limited to, providing clean and sterile treatment and handling blood and other body fluids.
- First Aid and adult and child CPR techniques.
- Word processing programs including, but not limited to, all Microsoft Office and Google Suite products.
- Complete specialized health care training, as needed.
- Basic mathematics principles used in record keeping.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures, and equipment.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Respond to emergency situations and act accordingly.
- Learn, interpret and apply District health policies, as well as applicable laws, codes, rules and legal regulations and requirements.
- Perform a variety of technical duties in support of student health services.
- Maintain confidentiality.
- Screen and monitor injury and illness of students per school/District health guidelines.
- Follow general health care practices and procedures.
- Properly assist students in receiving medication according to physician instructions.
- Prepare, organize, and maintain student health records and files.
- Compile and verify data and prepare reports.
- Respond effectively and appropriately to emergency situations.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing including in regards to health-related activities or concerns.
- Operate a variety of office equipment including a copier, fax machine, and a computer and assigned software.
- Demonstrate tact, courtesy, positive attitude, and maintaining cooperative relationships with those contacted during the course of work.
- Remain calm and patient in stressful situations.

- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Vision sufficient to read hand-written and fine printed materials.
- Hearing sufficient to hear conversation in person and on the telephone.
- Speech sufficient to speak in an understandable voice.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Mobility to move from desk to cabinets and files within a department.
- Physical stamina to stand, reach, lift, kneel, squat, bend and grasp in order to file and retrieve materials.
- Physical stamina to sit for extended periods of time.
- Ability to lift up to 25 pounds.
- Ability to operate a wheelchair as required.
- Noise level in working environment is moderate to high.

LICENSE AND OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must maintain a valid Cardiopulmonary Resuscitation (CPR) & Automated External Defibrillator (AED) and Standard First Aid certificates.
- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and

apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.