



SAN MATEO UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: Health Services Manager

REPORTS TO: Deputy Superintendent of HR and Student Services **SITE:** Districtwide

CLASSIFICATION: Classified Management **WORK YEAR:** 215 Days

SALARY: Range IV - AFSCME Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: February 24, 2022 **EFFECTIVE DATE:** March 1, 2022

JOB SUMMARY:

Under the direction of the Deputy Superintendent of Human Resources and Student Services, and in consultation and collaboration with appropriate healthcare providers, the Health Services Manager uses applicable statutes, Board policies, other authorities, and professional judgment to assess, design, and implement all health service programs for students, athletes, and staff. Supports special education-related services, oversees school-based prescription medication administration, vision and hearing screenings, injury recovery and management, student and employee post-pandemic response programs. Collaborates with employees and contracted healthcare providers, students, families, health aides, teachers, staff, and other members of multidisciplinary school teams, utilizing resources within the community, to meet the physical, mental, emotional and social health needs of students, staff and families. This position will arrange for the provision of services that may require a nurse, health specialist, or other medical providers. This position may provide or arrange for the provision of related services with partner districts.

ESSENTIAL FUNCTIONS:

- Directs the administration of the District's health services programs.
- Directs, coordinates, and implements District-wide health initiatives including employee health and wellness programs.
- Manages the health services program, support needs, and appropriate materials for the purpose of delivering services that conform to established guidelines.
- Uses data to evaluate the effectiveness of the health services programs and/or projects for the purpose of carrying out and achieving objectives within the areas of responsibility.
- Assists in overseeing the activities of all site health offices, which may include distribution and processing of health forms and documents, as well as assisting with proper processing of health inquiries for all students and families.
- Supervises and evaluates the performance of the nursing or health staff, athletic trainers and other assigned personnel.
- Serves as District liaison to San Mateo County health agencies and health providers in the community.
- Participates in the recruitment and selection of assigned employees; recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training of District personnel.
- Develops and manages assigned budgets.

- Coordinates District’s health-related programs such as flu shots, TB testing, vaccination events, community forums, health advisory committees, community health fairs, and other programs and events.
- Collaborate with Human Resources Staff to integrate the District’s Wellness Programs with the District’s health and welfare employee benefits package.
- Leads in the planning, coordination, and delivery of innovative wellness related initiatives that are aligned with SMUHSD’s overall wellness goals.
- Supervises and implements the District’s Wellness Programs in collaboration with the Health Services and Employee Wellness Lead.
- Coordinates staff training for CPR, First Aid and AED Certification and providing emergency medical care for students.
- Provides leadership and acts as a resource to site administrators, other school personnel, the Board of Trustees, and other districts as appropriate regarding health-related programs, services, and regulations.
- Coordinates with other school districts and appropriately employed and contracted healthcare service providers to provide students with needed services and assists with the transition of students with medical needs.
- Monitors the consistent use of required health records throughout the District and assists in the maintenance, protection, and management of confidential electronic and written student and employee health records.
- Works with appropriate healthcare providers, assists in the control and prevention of communicable disease by consulting, communicating, and cooperating with San Mateo County Communicable Disease Control, and provides information to staff, students, and families about protective measures against communicable disease.
- Fulfills the mandated reporting responsibilities related to child abuse and neglect.
- Serves as the Health and Safety Crisis and Pandemic Response District Lead.
- Performs other non-instructional health-related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS:

Incumbent must be able to perform essential functions above with or without reasonable accommodation.

QUALIFICATIONS:

Education/Training Experience:

- Master’s degree or higher preferred, including coursework in health-related field
- Minimum of five years of verifiable experience managing health professionals, health programs, health office or medically-related field required or equivalent
- Experience with and a commitment to equity, diversity and inclusion.
- Experience working with individuals from a variety of socio-economic, ethnic and cultural backgrounds.
- Valid Cardiopulmonary resuscitation (CPR) & Automated External Defibrillator (AED) and Standard First Aid certificates
- Valid California Driver’s License

KNOWLEDGE OF/ABILITY TO:

- Respond to emergency situations and act accordingly
- Software products and applications typically used in school districts
- Secondary student health requirements including immunizations and employee health vaccine program

- Supervise and evaluate both classified and certificated staff
- Group, plan and develop budgets and with experiences in Federal programs
- Analyze statistical data to develop strategies for improvement
- 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.
- Interpret and implement District policies, as well as legal regulations and requirements
- Strong organizational, communication, and interpersonal skills
- Complete assignments and reports, including preparing presentations for the public, the Board of Trustees and staff
- Work and contribute to creating a performance culture and highly collaborative environment
- Interpret, apply, and explain rules, regulations, policies and procedures
- Uphold and extend the District's Equity Vision
- Promote positive staff morale
- Delegate responsibility wisely
- Multitask in a busy environment

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Ability to sit for periods of time.
- Eyesight sufficient to read fine print.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Physical stamina to stand, reach, bend, lift, kneel, and squat.
- Ability to lift up to 25 pounds.
- Ability to operate a wheelchair as required.
- Ability to tolerate moderate noise level in a working environment.

OTHER REQUIREMENTS:

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprint.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

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.