

# SCHOOL DISTRICT OF BAKER COUNTY

## SPECIALIST, HEALTH SERVICES

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Nursing from an accredited school of nursing.
- (2) Minimum of six (6) years professional nursing experience..
- (3) School health nursing experience and supervisory experience preferred.
- (4) Combination of training and experience substantially equivalent may be substituted for above requirements.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Excellent oral and written communications. Knowledge of current trends and practices in school health services. Ability to work effectively with school personnel, parents, students, and community agencies.

#### REPORTS TO:

Associate Superintendent for Human Resources

#### JOB GOAL

To provide the fullest possible educational opportunity for each District student by minimizing absences due to illness and creating a climate of health and well-being in District schools.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Oversee the work of the school health nursing staff.
- \*(2) Develop and implement school health programs in conjunction with the Baker County Public Health Unit.
- \*(3) Assist in the development and review of policies and procedures relating to school health services, emergency procedures, and infection control in a school setting.
- \*(4) Assist in the development of health education curriculum
- \*(5) Assist in developing and managing budgets related to school health services.
- \*(6) Manage appropriate health-related grants, projects and budgets.
- \*(7) Perform all duties and responsibilities of a school nurse as reflected in school nurse performance responsibilities.

##### Inter/Intra-Agency Communication and Delivery

- \*(8) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(9) Respond to inquiries and concerns in a timely manner.
- \*(10) Keep supervisor informed of potential problems or unusual events.

## **SPECIALIST, HEALTH SERVICES (Continued)**

- \* (11) Represent school health services on various committees.
- \* (12) Provide oversight and direction for cooperative planning with other agencies.
- \* (13) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.

### **Professional Growth and Improvement**

- \* (14) Maintain a network of peer contacts through professional organizations.
- \* (15) Keep informed and disseminate information about current research trends and best practices in area of responsibility.
- \* (16) Maintain expertise in assigned areas to fulfill project goals and objectives
- \* (17) Facilitate the development implementation and reevaluation of staff development activities in assigned areas.
- \* (18) Participate in state training programs and courses to increase the level of department services.

### **Systemic Functions**

- \* (19) Represent the district in a positive and professional manner.
- \* (20) Prepare the annual department budget and monitor its implementation as required.
- \* (21) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (22) Conduct periodic studies for the purpose of improving the delivery of department services.
- \* (23) Assist in the development of policies and procedures for department services.

### **Leadership and Strategic Orientation**

- \* (24) Provide leadership and direction for assigned areas of responsibility.
- \* (25) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \* (26) Assist in implementing the district's goals and strategic commitment.
- \* (27) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (28) Set high standards and expectations and promote professional growth for self and others.
- \* (29) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, and delivery of services and evaluation of services provided.
- \* (30) Collaborate with supervisor, other departments, and agencies, and contribute to the planning and operation of the district.
- \* (31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (33) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**SPECIALIST, HEALTH SERVICES (Continued)**

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.