

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, Instruction and Personnel Services

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:

Assigned Personnel

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.

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- * (9) Respond to inquiries and concerns in a timely manner.
- * (10) Keep supervisor informed of potential problems or unusual events.
- * (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 evaluation 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) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employee actions.
- * (22) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (23) Conduct periodic studies for the purpose of improving the delivery of department services.
- * (24) 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, 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.
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 as frequently as needed to move objects.

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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.