



## Job Description

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<b>POSITION TITLE:</b>	<b>Director I - Health Services Special Education</b>	<b>#5066</b>
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<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule Range 01</b>
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### **SUMMARY OF POSITION:**

Under administrative direction of the Division Director of Special Education Programs, the Director I – Health Services coordinates the health needs/concerns of all students enrolled in San Joaquin County Special Education Programs.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree (or higher) in nursing from a regionally accredited institution. A valid California Registered Nurse license and possession of valid CPR certificate. Possess a valid California School Nurse Services Credential and possess or be eligible for an Administrative Services Credential.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Pediatric Nursing experience desired. Experience in an educational setting providing health care services.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- serve as a health consultant to pupils and parents through interpretation of health appraisals and standards of growth and development.
- operate a computer
- supervise, lead, and evaluate staff
- flexible based on program needs
- create and follow policies and procedures
- oversee and manage budgets

Possess:

- a current California Registered Nurse license
- a valid California School Nurse Services Credential and an Administrative Services Credential
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Director I series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Implement, monitor, and maintain state mandated screening programs; assist in the referral and follow-up necessitated by those programs.
14. Maintain accurate health records for all students.
15. Provide in-service to staff as appropriate regarding health concerns of students such as communicable disease, medication, seizures, etc.
16. Attend student Individualized Education Program meetings as requested.
17. Coordinate immunization program for all students.
18. Coordinate infection control program for all students and staff.
19. Directly/indirectly supervise certificated staff regarding the performance of any medical procedures administered to students during school hours. Implement the CDE Guidelines and Procedures for Meeting Physical Health Care Needs of Pupils.
20. Directly supervise work of Health/LVN staff.
21. Participate as a member of the administrative team regarding personnel issues related to health concerns.
22. Participate as a member of the administrative team in formulating policies and procedures regarding health issues.
23. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.