

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Health Services Program Administrator

**DEPARTMENT/DIVISION:** Student Services

**POSITION SUMMARY:** Under the direction of the Director of Student Services and Curriculum, to plan, organize and direct Health Services for the District, and provide leadership and direction for the development of health services programs in collaboration with other Health Services staff, Educational Services and Business Services. Develop partnerships with private foundations, public agencies, business and community-based organizations to increase the quality and quantity of services available to students in the Tracy Unified School District.

### **ESSENTIAL FUNCTIONS:**

1. Oversee the development and implementation of a comprehensive health services program which includes improving student access to social and health services, decreasing absenteeism secondary to health problems and ensuring state-mandated health screenings.
2. Develop and implement a comprehensive communication program to inform families about services available through federal, state, county and community-based organizations. Counsel students, parents/caregivers, and school staff by guiding children, parents/caregivers, and school personnel in identification and appropriate utilization of private and public health care delivery services and problem-solving health and social relation attendance problems.
3. Represents the District at meetings with social services, health services, and other community-based agencies to facilitate the coordination and collaboration of comprehensive student and family support services.
4. Executes and prepares forms, records, and reports for the health program at the school site, District and state level.
5. Organizes mandatory health screening programs according to state law.
6. Monitors student health records at each school site to ensure compliance with District and State requirements including, but not limited to, immunization records, dispensing of medication, documentation of vision, hearing, scoliosis, and Individual Education Plans related to health services.
7. Oversees the immunization program and the Child Health Disability Prevention Program.
8. Collects student health data in collaboration with other health services staff members and informs parents, school staff, and other professionals directly concerned with the students; assists team members in the development of Individualized Educational Plan student health plan components.
9. Collaborates with other staff members in assisting with the distribution of medication taken by students and medication monthly audits at each school site.

10. Participate in planning the implementation of proper emergency care and first aid for sudden illness or accident and gives assistance when available.
11. Assists school staff in the monitoring and action related to communicable diseases through early detection, exclusion and reporting while working with the current credentialed school nurse and the local Public Health organization, following current CDC guidelines for school setting as recommended.
12. Supervises and trains staff on appropriate health care procedures.
13. Responsible for obtaining sources of established and new funding grant and foundation monies.
14. Administer and document administration of grant funds, MediCal reimbursement, and other financial reports.
15. Determine staffing and program needs related to Health Services.
16. Continue to evaluate the effectiveness of Health Services and make recommendations for implementation and needed changes to the Director of Student Services and Curriculum.
17. Plans, designs, solicits funding, coordinates and implements school linked health services on school sites.
18. Plans, coordinates, and documents new district employee compliance to OSHA (Occupational Safety and Health Administration) Title 29, Part 1910.1030, Bloodborne Pathogen Exposure Control.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Valid California RN license with a Bachelor's degree in public health (BSPH or BAPH); Valid California School Nurse Services Credential; School Audiometrist Certificate, and valid California Driver's License required. Must be insurable to District standards; use of personal vehicle required. At least three years of school-based health services experience. Knowledge of collaborative school/community efforts; student health and social needs; State and Federal regulations and District policies and procedures, which govern program and curriculum; program management.

**SKILLS AND QUALIFICATIONS:**

1. Ability to communicate effectively, orally and in writing; establish and maintain effective working relationships.
2. Ability to select and manage certificated and classified staff in order to develop skills and abilities that match program needs and enhance program effectiveness.
3. Analyze Health Services programs and adopt effective courses of action necessary for program improvement.
4. Ability to collect and compile data and prepare appropriate State, Federal and District mandated reports, and provide program analysis and positive direction.
5. Ability to establish collaborative school/community efforts and recognize student health and social needs.

6. Knowledge of state and federal regulations and district policies and procedures which govern Health Services program and curriculum including program management and funding.
7. Knowledge of District evaluation and assessment standards and procedures related to certificated, classified and district contractual staff.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 75 pounds at waist height for short distances.

**DAYS OF SERVICE:** 225

**SALARY:** LME Range 49

**TUSD Board Approved:** 08/12/2025