

ONTARIO-MONTCLAIR SCHOOL DISTRICT

HEALTH SERVICES, ADMINISTRATOR

DEFINITION

Under general supervision of the Director of Health & Wellness Services, the Health Services Administrator, assists with the coordination and implementation of policies, regulations, guidelines and procedures pertaining to District health services programs including supervision of personnel performing school health services. OMSD is a learning organization therefore all stakeholders share responsibility to educate all students and employ culturally appropriate and sustaining practices that support student learning.

EXAMPLE OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment function.

- Advises and provides specialized health-related technical expertise to district departments and site administrators regarding policies, procedures and standards of practice;
- Assists in evaluating, administering and coordinating the health services program and personnel;
- Assists interviewing and orienting qualified certificated and classified employees; develops and assigns work schedules for a wide variety of job classifications; develops and maintains department manuals, including procedures and forms;
- Leads, supervises, observes, and evaluates assigned health services staff; assigns work schedules for a variety of job classifications, counsels and recommends discipline and reassignment of staff, as appropriate; oversees accurate attendance reporting; conducts staff meetings;
- Supervises the safe administration of prescribed medications and health care procedures to students with chronic and acute health problems;
- Coordinates with private and public agencies, dentists, physicians and other health professionals to plan and implement services for students and staff;
- Monitors various referral programs for physical, mental and social health problems of qualifying students; oversees comprehensive system for assisting families to access care; provides health staff training that will assist parents to apply for Medi-Cal, managed care programs, or other available health insurance;
- Oversees district compliance with San Bernardino County Department of Public Health, California Department of Public Health, and California Department of Education codes and regulations to promote infection control and to contain the spread of communicable disease;
- Plans, organizes, coordinates, and participates in district health screening programs;
- Plans, organizes, coordinates, and participates in community events and programs such as health and immunization clinics and other health services provided to students and families;
- Assists in the planning, development, and conduct of health education programs, including nutrition, body understanding and care, first aid, tobacco, alcohol, drug effects, and a variety

- of other health related education areas;
- Provides information and/or clarification to parents and staff on federal, state, county, and District laws, policies and protocols;
- Implements policies and procedures; develops new policies and regulations for compliance with the Education Code to improve student services;
- Provides general supervision in the delivery of health services to students, their families and staff members; monitors the completion of district-wide mandated services and facilitates appropriate annual reports; directs preparation and maintenance of pupil health records;
- Conducts, attends, and participates in professional meetings, including Board of Education and ad hoc committee meetings, as appropriate; serves as a resource person for all divisions, departments, schools, and the community;
- Assists in developing and revising Board policy as it relates to health services;
- Completes mandated state school health reporting requirements such as immunization compliance, hearing and vision screenings, etc.;
- Establishes and implements an effective program of staff development and training to maintain a consistent level of updated knowledge and professional practice; coordinates and conducts appropriate employee wellness activities and trainings;
- Serves as a liaison and coordinates communications, activities, reporting and information related to assigned program area between district divisions, County Office, administrators, outside agencies, and professionals;
- Assists personnel in implementing and coordinating health services defined in the IEP and 504 Plan;
- Participates as a member of IEP teams, or as administrative designee, as assigned;
- Works collaboratively with Medi-Cal Billing staff on health-related billing options;
- Oversees partnerships with health agencies and clinics; maintains an ongoing and effective system to ensure reimbursement of funds for direct health care services to students;
- Participates in researching, obtaining and maintaining grants and other funding sources for assigned program areas;
- Assists in implementing grants and assuring compliance with related requirements as directed;
- Coordinates university level students in fieldwork activities with school nurses;
- Supervises and trains pre-certified school nurses in fieldwork activities;
- Advises on Home and Hospital Program requests;
- Provides input on school health related district priorities;
- Performs all duties and responsibilities of a school nurse; and
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Specialized resource support and coordination of a comprehensive pupil service program including school health;
- Principles, techniques, strategies, goals, and objectives of school health in public education;
- Methods, techniques, procedures, and strategies concerning the assessment and evaluation of the district school health service programs;

- Legal mandates, policies, regulations, and operational procedures pertaining to school health service programs;
- State, Federal, and local community groups and agencies that provide assistance to pupil service programs and activities, specifically in the area of school health services;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques;
- California Education Code, California Health and Safety Codes, California Code of Regulations, and California Penal Code related to this position; and
- Technology to the office (Office Suite, Google applications, etc.).

Ability to:

- Provide staff development and coaching in school nursing practices;
- Analyze and assess school health program needs, and offer recommendations pertaining to program activity revisions, additions, or deletions;
- Coordinate and participate in the evaluation of school health programs and activities;
- Communicate effectively in oral and written form;
- Serve as a resource to school site and department staff;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organization, community, and public relationships;
- Provide input on district level program budgets and plans; and
- Work effectively in a multi-ethnic setting.

CERTIFICATION REQUIREMENT

1. Valid Registered Nurse License and School Nurse Services Credential;
2. Bachelor's degree in Nursing Science, Social Work, Education or a health-related field;
3. Five years of increasingly responsible experience as a school nurse at elementary or secondary levels;
4. Knowledge of California Education Code, California Health and Safety Code, California Code of Regulations, and California Penal Code as related to position responsibilities; and
5. Valid California Driver's License.

DESIRABLE REQUIREMENTS

1. Master's degree in Nursing Science, Social Work, Education or a health-related field;
2. Public health license or counseling experience;
3. Knowledge of Spanish and/or Vietnamese;
4. Five years of supervisory experience in school-based health services or community health programs;
5. Familiar with coordinated school health and Whole School, Whole Community, Whole Child (WSCC) framework;
6. Understanding of health programs for special populations;
7. Ability to work effectively in a multiethnic setting; and
8. California Administrative Services Credential.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: May 19, 2022