

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PROJECT ADMINISTRATOR, HEALTH SERVICES

DEFINITION

Under the supervision of the Program Coordinator, Health, Family and Collaborative Services, 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.

EXAMPLE OF DUTIES

- Administers and coordinates the health services program and personnel;
- 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;
- Advises and provides technical expertise to district departments and site administrators regarding policies, procedures and standards of practice;
- 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 staff training that will assist parents to apply for Medi-Cal, Healthy Families, Healthy Kids, Kaiser Kids or other available health insurance;
- Plans, organizes, coordinates, and participates in district health screening programs;
- 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;
- Supervises, observes, and evaluates 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;
- Shares responsibility for 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;
- 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;
- 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;
- Conducts, attends, and participates in professional meetings, including Board of Education and ad hoc committee meetings, as appropriate;
- Oversees district compliance with San Bernardino County Department of Public Health codes and regulations to promote infection control and to contain the spread of communicable disease;
- Supervises the safe administration of prescribed medications and health care procedures to students with chronic and acute health problems;

- Coordinates and supervises university level students in fieldwork activities;
- Oversees applications for the Home and Hospital Program;
- Assists personnel in implementing and coordinating health services defined in the IEP;
- Participates as a member of IEP teams, or as administrative designee, as assigned;
- Serves as a liaison and coordinates communications, activities and information related to assigned program area between district divisions, County Office, administrators, outside agencies, and professionals;
- 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;
- Performs related duties as assigned.

CERTIFICATION REQUIREMENT

1. Valid California Administrative Services Credential and School Nurse 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;
5. Valid California Driver's License;

DESIRABLE REQUIREMENTS

1. Master's degree in Nursing Science, Social Work, Education or a health-related field desirable;
2. Public health or counseling experience desirable;
3. Knowledge of Spanish and/or Vietnamese desirable;
4. Five years of supervisory experience in school-based health services or community health programs desirable;
5. Ability to work effectively in a multiethnic setting.

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: November 20, 2008