Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Director of Health Services
Schedule / Grade: Salaried Support / 8
Job Code: 01DIRCT221
FLSA: Exempt
Calendar: ADSUP-S
Benefits: Eligible (Retirees not Eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 10/13/2026

PURPOSE

The Director of Health Services provides leadership, coordination, and supervision of school nursing practices and programs. The role focuses on health services case management, including assessment, planning, intervention, evaluation, and referral to appropriate health care services to promote student health and address health-related concerns that may impact academic success. Supporting the overall health, wellness, and educational achievement of students is a primary priority. Additional responsibilities include policy and program development, budget planning and oversight, and serving as a liaison among schools, families, health care providers, and community resources to ensure coordinated and comprehensive student health services.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Ensures adequate staffing levels to provide safe and appropriate care for students.
- Develop and monitors policies, procedures, and practice guidelines to improve quality of care.
- Formulates recommendations and implements activities to improve school nursing practice or student outcomes.
- Maintains compliance with school district policy regarding communicable diseases and Missouri immunization laws.
- Provides professional development opportunities for nurses to maintain current clinical skills and competence.
- Promotes health services as an integral component of a coordinated school health program.

- Ensures the school nurse's practice is guided by the Code for Nurses (ANA) and Code of Ethics with Interpretive Statements for School Nurses (NASN) and the state nurse practice act.
- Promotes delivery of care in a manner that promotes and preserves student and family autonomy, dignity, and rights.
- Promotes professional responsibility, accountability, and behavior.
- Collaborates regularly with the Health Services Medical Advisory Board in the development and review of health policies and procedures.
- Serves as public relations contact for Health Services.
- Facilitates ongoing collaboration with community and state health agencies and partnerships.
- Oversees maintenance of school health facilities and ordering of supplies and equipment.
- Prepares annual budget requests and recommendations for facilities, equipment, and materials necessary to carry out program activities.
- Participate in emergency preparedness planning
- Presents information related to the health services program and staffing needs to administrators and the Board of Education.
- Facilitates efforts to assist students, families, and school personnel to achieve optimal levels of health and wellness.
- Provides guidelines for accurate documentation and maintenance of information, records, and reports.
- Selects personnel to be recommended for employment.
- Promote screening programs and provide follow-up of referral for identified health needs.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Chief Schools Officer

Supervises: School Nurses (Registered Nurses and Licensed Practical Nurses) and Health Assistants

QUALIFICATIONS

Minimum: Bachelor's degree in nursing or higher. Current certification in CPR/Basic Life Support; licensed to practice in the State of Missouri. Minimum of 2 years' nursing experience required.

Preferred: Demonstrate expertise in pediatric, adolescent, and adult health assessment, community health and adult and child mental health nursing, as well as professional competencies and leadership qualities necessary for practice in school nursing.

Ideal: The ideal candidate will have experience in school health and/or public health, along with a strong understanding of the Coordinated School Health program and the Whole School, Whole Community, Whole Child (WSCC) model.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Physical Demands: Physical exertion and coordination of limb and body movement. Requires medium work that involves walking, standing, stooping, jumping, stretching, or lifting, and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Unavoidable Hazards: Unusual conditions in the work environment that may cause illness or injury. The position is exposed to extreme heat and/or cold; wet or humid conditions; extreme noise levels, fumes and/or noxious odors, blood, body fluids, and disease/pathogens.

Sensory Requirements: To hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently. The position requires normal visual acuity and field of vision, hearing and speaking.

Language: Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation.

Computation: Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning: Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement.

Technology: Perform computer word processing (including spreadsheets) and Internet research. Access and create reports using the District's student information software and databases, Adhere to all District policies and procedures regarding technology use.

Physical demands: Physical exertion and coordination of limb and body movement. Requires medium work that involves walking, standing, stooping, jumping, stretching, or lifting, and involves exerting between 20 and 50 pounds of force on a regular and recurring basis or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.

Environmental conditions: The work environment is consistent with a typical office environment; however, they will occasionally be outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. Unusual conditions in the work environment that may cause illness or injury. The position is exposed to extreme heat and/or cold; wet or humid conditions; extreme noise levels, fumes and/or noxious odors, blood, body fluids, and disease/pathogens.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer