

# STOCKTON UNIFIED SCHOOL DISTRICT

## ADMINISTRATOR, HEALTH SERVICES

### DEFINITION

Identify and assist in the removal of health-related barriers to education; coordinate health education in the schools; and perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of CWA/Summer Programs/Early Childhood Development, and exercises general supervision over certificated and classified personnel as assigned.

### EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Coordinate Health Education (K-12) and provide nursing services as needed.

Serve as liaison between the San Joaquin Local Health District and Stockton Unified School District.

Supervise secondary school health clerks.

Coordinate the vision-screening program (K-12).

Put on a vision-screening workshop for teacher once year.

Put on a First Aid refresher course for all employees at least once a year.

Screen all first grade records for Child Health Disability Prevention Program survey each December.

Serve on five Intra-district transfer appeal committees.

Screen health supply requests from all locations.

Keep, maintain and dispense extra vision screening equipment.

Work with personnel director and safety officer on employee health problems.

Monitor T.B. clearance for all employees.

Monitor and clear for payment bills submitted by physicians for employee x-rays, employee physical exams and athletic physical exams.

Meet on a monthly basis with Health District nursing administrators.

Chair the intra-district appeals committee.

Conduct all state mandated health programs (vision, audio, scoliosis, immunizations and CHDP).

Consult with teachers and staff regarding student health concerns.

Supervise specialized health care needs of students in special education programs.

Assist in the development of health education curriculum.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- How to achieve and maintain physical and mental health
- Community nursing
- Mental health and health education
- Pediatric nursing
- Laws, rules, regulations and judicial decisions affecting the provision of services in health services areas
- Principles of governmental budgeting and expenditure control
- Principles of supervision, training and program administration
- Oral and written communication skills

### **Ability to:**

- Plan, organize, develop and coordinate the activities of a broad range of programs and special services
- Analyze program activities and implement procedures which will improve the provision of services
- Ensure that programs and activities are carried out in compliance with state and federal requirements
- Serve as a liaison with a variety of community and governmental organization
- Provide effective training and curricular development for support staff
- Prepare oral and written reports
- Make effective public presentations of program information
- Physical capability sufficient to perform job tasks

### **Education and Experience:**

- Master of Arts or advanced degree from accredited college or university
- California Health Services credential in school nursing
- A minimum of three (3) years of experience as a nurse

### **License and Certificates:**

- California Registered Nurse License
- American Red Cross First Aid and CPR certificate
- Valid California driver's license

## **WORKING CONDITIONS:**

### **Physical Demands:**

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

### **Salary Placement:**

Management Team Salary Schedule

Tier 6, Range

12-month work year

Board Approval: 11/06/02

Management re-alignment effective 03/01/19