



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Health Services

Prepared Date: 01/20/2022

JOB GOAL:

Responsible for program administration, implementation, coordination, and evaluation of a comprehensive program of health services for the district. Enhance the health and wellbeing of the students, staff, and community thus supporting the education of all students through maximizing their education time.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

Education/Certification:

1. Professional Registered Nurse with current Arkansas license
2. Master's Degree from an accredited school in nursing or health care administration (with a BSN)
3. Certification from the Arkansas Department of Health in Scoliosis, Hearing, Vision, and Growth (height and weight) screening, preferred.
4. Current certification in Cardiopulmonary Resuscitation for healthcare providers with AED and First Aid required Instructor Certification preferred or obtained within 6 months.
5. National certification in School Nursing or a related Nursing field preferred.

Special Knowledge/Skills:

1. Ability to organize, direct, coordinate, and evaluate health services delivery system
2. Ability to implement policies and procedures
3. Ability to manage budget and personnel
4. Knowledge of school health and nursing administration
5. Knowledge of Medicaid reimbursement
6. Knowledge of community medical and healthcare services
7. Strong organizational, communication, and interpersonal skills

Experience:



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1. Five (5) years' experience as a licensed Registered Nurse.
2. Three (3) years' experience as a school nurse.
3. One (1) years' experience as a supervisor (preferred).

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

Health Services Management

1. Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district.
2. Identify, analyze and apply current nursing and medical research findings to plan and provide health care for delivery for all students. Evaluate and improve school health practices and make changes based on finding.
3. Coordinate activities of the health services program with outside agencies and members of the medical and health care community to ensure that students have access to adequate health care services. Represent the district in collaborative community programs related to student health.
4. Serve as a permanent member of the district's school health advisory committee and wellness committee. Participate in the development of health education curriculum and contribute to other committees related to health and safety issues of students and staff.
5. Coordinate department and district staff development, orientation, training, and certification as related to the health needs of students.
6. Compile, maintain and file all reports, records, and other documents required including accurate, updated records of health information for all students.
7. Coordinate school nurse roles and responsibilities as defined by the Arkansas State Board of Nursing.

Policy, Reports, and Law

1. Implement and comply with policies established by federal and state law, Arkansas Board of Nursing Practices, Arkansas Department of Health Services rule, State Board of Education rule, and board policy.
2. Develop programs and recommend policies related to health and safety. Provide expert advice to the district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting students, staff, and the community.



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3. Collaborate with district-level administration to integrate and implement health policies and practices with the priorities of the district.
4. Manage the delivery of all campus health services and ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of the ill and injured.

Budget

1. Develop and administer health services budget based on documented needs and ensure that operations are cost-effective and funds are managed wisely.
2. Ensure that all campuses have needed healthcare supplies and sources and recommend purchase, replacement, and repair of equipment when needed.

Personnel Management

1. Recruit, interview, select, train, supervise and evaluate all health services personnel in consultation with principals and make recommendations to human resources about assignment, retention, discipline, and dismissal.
2. Prepare, review and revise department job descriptions.
3. Share responsibility with principals to evaluate the performance of school health services personnel to ensure effectiveness and develop training options and improvement plans to ensure exemplary operation in the health services area.
4. Plan and conduct professional development, orientation, training, and certification programs for nurses and clinic assistants.

Supervisory Responsibilities:

1. Supervise and evaluate in consultation with principals, and recommend the hiring and dismissal of school nurses and clinic assistants at campuses throughout the district.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent



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unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.