



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** School Clinic Manager

**Prepared Date:** 03/31/2022

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### **JOB GOAL:**

The Clinic Manager provides leadership, direction, and supervision to the Stephens School Based Health Clinic and District Wellness programs. The clinic manager supports the premise that every student is entitled to a Free and Appropriate Education by providing expertise for the provision of school health services with commitment to the components of the Coordinated School Health (CSH) Program. These services enhance the student's capacity for lifelong achievement and optimum health.

### **TERMS OF EMPLOYMENT:**

Eleven (11) month (220 days) contract, Pay 802 Grade 13, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Education: Education level must be within accordance with federal, state, and local guidelines – Bachelor of Arts or Science in Public Service: Education, Nursing, Health, Mental Health, Case Management, or other related field.
2. Experience: A minimum of five years of experience in public service with 2 years in a leadership role. Knowledge of: programs and services that support the all-around health and wellness of the whole child; state and federal health mandates; funding opportunities and community contacts for assigned programs.
3. Certification: A license or certification appropriate for the individual's degree. Certification in CPR and Standard First Aid; must have, or obtain within 3 months of employment with LRSD.
4. Customer Service Skills: Must be capable of interacting effectively with administrators, partners, teachers, staff members, students, parents, and the general public using respectful, tactful and helpful customer service.

### **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.



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1. Serves as the point of contact for the Stephens SBHC, planning of and implementing school and community health projects based on health needs assessments by working in partnership with agencies, government, parents, students, and the school community on assessment of health needs.
2. Oversee the general SBHC Operations and Administration including writing, monitoring, reviewing and revising policies and procedures and conducting financial and work plan reporting requirements for grants related to the SBHC initiative.
3. Initiate and facilitate appropriate partnerships with community health organizations (primarily Arkansas Children's Hospital and Mental Health Providers, and others) to support the goals of the clinic and district wellness programs.
4. Pursue program priorities, e.g. reducing child obesity, identifying students with diabetes, asthma and other health conditions for referral and/or intervention, e.g. increasing physical activity; improving environmental conditions of schools to support clean, healthy and safe schools, etc.
5. Serve on various health state and local health committees as the district representative to promote and learn about health related initiatives (ADH Midtown Health Alliance, Oral Health Coalition, Coordinated School Health, and School Based Health Alliance).
6. Attend State and National School Health Conferences as funds are available.
7. Serve as chair of the District Wellness Committee and Coordinated School Health Program.
8. Assist in insuring that the District is compliant with federal and state health related mandates.
9. Submits the necessary reports to Arkansas Department of Education, Arkansas Department of Health and LRS.
10. Uses district resources wisely maintaining a health clinic stocked with approved supplies and is responsible for the security, maintenance and use of all health clinic equipment.
11. Performs other duties as assigned for the purpose of coordinating health care for district students.

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 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.