

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR - HEALTH SERVICES STUDENT SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs a variety of supervisory and administrative tasks in monitoring and assisting the operation of student services offered in the County school system. Employee directs and supervises school health service and health and physical education programs for students in the County. Employee coordinates the efforts of federal, state and local agencies, private specialists, parents and division supervisors to provide the services needed by county students as determined by division staff. Employee is responsible for interpreting changes to the North Carolina Curriculum regarding health and physical education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals. Employee conducts observations of existing health and physical education programs, evaluates the effectiveness of current programs and also assesses the need for new programs. Employee also assists teachers with textbook and other materials selection and provides teachers various tools and materials to aid instruction. Employee monitors the overall effectiveness of programs and ensures all are implemented within federal, state and local regulations. Employee supervises Health Resource Teachers, a technical assistance nurse, and a Level III office support position. Reports to Executive Director- Student Support Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, develops, and implements a comprehensive health services program (including health and physical education, and school health services) which assesses needs of students, establishes objectives and priorities, delegates responsibilities to staff, develops strategies to achieve objectives and evaluates programs.

Provides direction, consultation and supervision to health resource teachers; consults with centrally based staff and school-based staff on individual cases and on interpretation of federal, state and local policies and procedures.

Develops and implements standards, policies and procedures related to health services; monitors the progress of various services; makes recommendations for changes.

Works in conjunction with the State Department of Public Instruction; ensures compliance of programs with federal, state and local regulations.

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Coordinates the health and physical education program for the school system; visits schools and observes classes on a regular basis to evaluate current programs and assess the need for new programs; meets with principals and teachers to discuss the implementation of curriculum goals; schedules specialists and makes assignments to Schools.

Works with the Superintendent and/or designee on Health Advisory Council membership and tasks.

Provides guidance to school and community personnel in special program areas such as HIV/AIDS education, Cardio Pulmonary Resuscitation and First Aid.

Assists with the overall evaluation of health and physical education programs in the system and develops strategies for improvement.

Assists the school system with the acquisition of appropriate textbooks, teacher guides and other instructional materials and equipment for health and physical education; works with principals and teachers to acquire additional space and facilities at individual schools for health and physical education use.

Responds to calls and correspondence regarding programs and services offered.

Supervises and conducts personnel administration duties for staff, including hiring and firing, evaluating, assigning special duties, monitoring attendance and travel reports, and granting leave.

Prepares or assists in the preparation of budgets for the programs; coordinates with other departments or agencies to ensure maximum services; monitors expenditures of approved budget.

Coordinates school health services, which includes developing and monitoring new programs, developing policies and procedures (e.g., medication policy), working with school nursing staff employed by the health department, serving as a liaison between the school district and community agencies involved in healthcare for children, developing and administering contracts with other agencies, coordinating hepatitis B immunization clinics, consulting with health department and school personnel regarding communicable disease issues, assuring school district's compliance with state laws and regulations (e.g., immunizations and health assessments), and coordinating staff development related to health issues.

Supervises and conducts performance appraisals of the health resource teachers, technical assistance nurse, and an office support staff member.

ADDITIONAL JOB FUNCTIONS

Assists personnel department with screening and interviewing applicants for teaching and other positions.

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Works with local colleges and universities regarding Health and Physical Education teacher education programs.

Interviews and hires Health Resource Teacher positions.

Develops, coordinates and approves ABC Incentive pay records for itinerant teachers in area of responsibility.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in School Health and Master's degree in Supervision or Administration, or a related field, and 10 years of experience as a program administrator; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be certified by the North Carolina Department of Public Instruction as a health education specialist. Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, video cassette recorders, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming

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to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal and counseling terminology,

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of health and physical education and school health services offered by the school system.

Considerable knowledge of health services available through outside public and private agencies.

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Considerable knowledge of federal, state and local regulations regarding health services.

Considerable knowledge of the County and School Board policies, procedures and standards regarding education.

Considerable knowledge of the organization and communication channels of the school system.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of student services.

Considerable knowledge of the principles of supervision, organization and administration.

General knowledge of the North Carolina Standard Course of Study.

Ability to plan, develop, implement and evaluate student programs.

Ability to develop policies, procedures and standards for services and programs offered.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop meaningful annual budgets.

Ability to effectively express ideas orally and in writing.

Ability to collaborate effectively with public and private agencies in the community.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.