
Position:	Director, Nursing Services	FLSA:	Exempt
Department/Site:	Nursing Services	Salary Schedule:	Admin. Management
Reports to/Evaluated by:	Assistant Superintendent, Educational Services		

SUMMARY

Under executive direction, the purpose of the position is to provide leadership while maximizing the effectiveness of a comprehensive school health program. Position coordinates health services at multiple sites, addressing school health issues as well as policy and all applicable regulations to strengthen the educational process. Objective is the improvement of overall student health and education for all students.

DISTINGUISHING CAREER FEATURES

This is a management position responsible for recruiting quality school nursing personnel, directing and supporting the activities of school nurses and working with administration, outside agencies and the general public to meet the generalized and complicated health needs of all students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and participates in the establishment, review and implementation of school health services, policies and procedures; adheres to all applicable regulatory requirements and ethical standards of nursing practices as set forth by the CA Nurse Practice Act, School Health Organizations, Federal guidelines, CA state Mandates, Fresno County procedures and Clovis Unified School District policies.
- Develops and coordinates quality improvement activities at each school site; collects, compiles and analyzes data; ensures appropriate documentation according to professional standards.
- Implements communicable disease control in the schools; monitors surveillance and participation in disease prevention outbreak management within the schools in collaboration with the Fresno County Department of Health; participates in county wide Emerging Infectious Disease Task Force.
- Coordinates and supervises health services District wide for K-12 students; coordinate and schedule State-mandated vision, hearing & scoliosis screenings district wide; supervises District CHDP program.
- Recruits, assesses, and recommends school nurse candidates for employment; interviews all school nurse candidates with principals and district administration; conducts orientation of all new nurses; and conduct monthly nurses meetings and annual staff development to stimulate the development of a cooperative, productive, and innovative nursing staff; conducts ongoing evaluation of nursing staff performance, including disciplinary action or termination if necessary, and provide guidance and counseling to nursing staff.
- Provides ongoing supervision of three (3) children’s health centers, including supervision of two Pediatric Nurse Practitioners, two clerical specialists and two certified assistants to help families enroll in health insurance programs offered through the State of California. Also includes supervision of free immunization clinics for children ages 0-19 years.
- Manages 10 budgets and supervise the ordering of health supplies and equipment district wide.

- Compiles and submits reports to the State for mandated services including: Kindergarten immunizations; first grade Child Health and Disability Program (CHDP) physicals; Out-of-state immunizations; Hearing & Vision and Scoliosis (grades 7 & 8 only).
- Compiles statistics from monthly Nursing and Special Education reports.
- Collaborates with California State University, Fresno faculty for the recruitment of school nurses, program needs of school nurses and recruitment of school nurse preceptors.
- Writes, reviews, and revises all health-related policies and administrative regulations for: Health Management; Communicable Diseases for Students and Employees; Immunizations; Bloodborne Pathogens for Employees; use of Medication at School; Children's Health Centers and Local Educational Agency (LEA) Partnership Committee Chair.
- Supervises the billing for: CHDP Program; Blue Cross Medi-Cal; Health Net; LEA Medi-Cal Billing Option; Targeted Case Management (TCM) Billing Option and Medi-Cal Administrative Activities (MAA) Billing Option.
- Coordinates and implements staff in-servicing for bloodborne pathogens and Hepatitis B immunization clinics for employees.
- Participates in the development of school emergency health and crisis plans as well as a community wide plan with local emergency responders and the Fresno County Emergency plan.
- Participates in health-related community organizations including, but not limited to: San Joaquin Valley Health Consortium; Fresno Metro Ministries Community Healthcare Roundtable and Central California Children's Hospital School Nurse Advisory Board.
- Collaborates with the Director of SELPA and Psychological Services to provide optimal health support for students with special needs; collaborates with Special Education Program Managers for Adult School, Garfield Special Education Center and the Birth to three year old program assisting with nursing support.
- Interprets and supervises the implementation of current Federal, State and local laws and regulations.
- Coordinate and implement flu immunizations for employees and covered family members.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of Federal, State and local laws, policies and regulations pertaining to school healthcare. Must have thorough knowledge of school nursing practices according to the Nurse Practice Act for Standardized Care. Must have leadership qualities and potential through participation in a school-level management positions.

Abilities: Establish a cooperative working relationship with nursing staff, district administration, school staff and the public. Deal effectively with a variety of personalities and situations requiring diplomacy, friendliness, poise and respect. Interpret and promote school health programs to students, staff and general public. Coordinate and implement with District and site administration, an innovative, educational and effective school health program for K-12 students. Analyze health-related situations accurately and enact an effective course of action.

Education and Experience: Bachelor's Degree in Nursing or health-related field; supplemented by three (3) years to four (4) years full-time school nursing experience, preferably in all grade levels.

Credential Requirements: California School Nursing Credential. School Audiometric Certificate. Valid California Driver's License. Current CPR and First Aid certification. Administrative Credential Preferred.