TITLE: **Director of ~~Comprehensive~~ Health Services**

QUALIFICATIONS:

1. Holds a Bachelor’s Degree in Nursing and a valid Kentucky Registered Nursing license
2. Has at least three years of full-time nursing experience
3. ~~Has experience working with children with Mental Health concerns~~ Maintain active nursing licensure with the Kentucky Board of Nursing and accumulate required continuing education hours
4. Has successful nursing supervisory experience and demonstrated ability to manage and supervise professional staff
5. Knowledge of state and federal laws relative to school, student, and employee health services.
6. ~~Has demonstrated strong organizational skills and the ability to, manage and supervise professional staff.~~
7. ~~Has demonstrated the ability to communicate effectively with students, parents, staff, and community.~~
8. ~~Has demonstrated excellent listening, communication and relationship building~~
9. Possesses strong organization, communication, and leadership skills; ability to interact with all stakeholders in a positive and courteous manner

REPORTS TO: Executive Director Student Services or designee

JOB GOAL: Ensure a comprehensive system of health ~~and mental health~~ services is in place to provide each student an opportunity to access a quality educational program~~.~~ and provide each employee with a healthy work environment; assist with the implementation of a mental health services program for all students and employees.

PERFORMANCE RESPONSIBILITIES:

1. Evaluate services in the school health program ~~and mental health programs~~ to plan for more comprehensive services for students, families, and schools as necessary
2. Evaluate and ~~I~~interpret medical and health needs within the school and community; recommend improvements to the health services program to meet identified needs
3. Manage the scheduling, supervision, and evaluation of assigned health services personnel; assist in the recruitment, employment, and assignment of school health personnel
4. Conduct regular on-site to school first aid rooms
5. Ensure all School Nurse credentials and licensure are current
6. Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required
7. Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems
8. Maintain and implement the requirements for physical examinations and immunizations required by law
9. Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care
10. Report any known or suspected communicable disease cases to the Boone County Health Department, and ensure all procedures for notification of families are effective~~ly~~ and timely
11. Coordinate activities of the Health Department ~~and local Mental Health agencies~~ with other services in the School District; communicate with community resources and agencies to develop improved systems of early case findings and referrals for improved student well-being, hope and care
12. Organize, collaborate with, and assist appropriate District personnel in the health and mental education of parents, teachers and administrative groups
13. Serve as the District’s ‘Healthy at Work’ officer and coordinate all corresponding activities
14. Maintain professional growth through participation in educational endeavors necessary for current licenser and participation and membership in professional organizations at local, state, and national levels
15. Keep all health related Board policies, procedures and District practices current with new regulations from the ~~State~~ Kentucky Department of Education and/or ~~State Bureau~~ Kentucky Department of Public Health ~~Services.~~  Also, ensure that all district health related policies and procedures adhere to all Federal, state and local regulations
16. Oversee the collection of health related data, and submission of immunization reports to the Northern Kentucky Health Department and health services reports to the Kentucky Department of Education
17. Assist in meeting the requirements of the school health codes pertaining to employee medical examinations
18. Develop, ~~C~~coordinate, and provide district wide health training programs for employees and students
19. Maintain an organized system of employee health records in the District Health office in accordance with Board Policy and the Kentucky Public School District Records Retention Schedule
20. Participate as a member in Home Hospital team meetings
21. Collaborate with school psychologists and parents about mental health issues, treatment and prevention; collaborate with school psychologists in crisis intervention
22. ~~Assist to facilitate training to increase and sustain the Your Mental Health First Aid (YMHFA) Program~~
23. ~~Assist to secure community mental health partners to meet needs of students and employees~~
24. ~~Collaborate with school psychologist in crisis intervention~~
25. ~~Assist schools to ensure all students have resilient and ready plan~~
26. Perform other duties consistent with the position assigned as requested by the supervisor

TERMS OF EMPLOYMENT:

* Salary– Management
* 8 hours per day; 40 hours per ~~wk.~~week
* 246 days per year; 12 months
* Evaluated annually by Executive Director Student Services or designee

BOARD APPROVED: 11-08-2001

REVISED: 09-14-2017