CLOVIS MUNICIPAL SCHOOLS
JOB DESCRIPTION

Position: Director of Health Services

Supervisor: Deputy Superintendent of Instruction.

General Job Description: To perform appropriate actions and to direct and administer the district school health program and services for all students.

Essential Duties and Responsibilities:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program, and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Comply with all School Board policies and administrative regulations.
7. Work cooperatively with colleagues, supervisors, and administrators.
8. Plan, implement, and evaluate school nursing programs with staff participation including emergency first aid programs for students and employees.
9. Participate in the formulation and interpretation of polices pertaining to school health.
10. Coordinate school health services with those of city, county, and state agencies.
11. Perform the personnel functions of selecting, orientation, training, assignment, evaluation, and staff development of school nurse with the assistance of nursing specialists and other professionals.
12. Participate in planning health service units for new or remodeled facilities.
13. Maintain liaison relationships and cooperate with individuals, and community agencies that provide health related or supportive services contributory to school health.
14. Maintain current manuals for school nurses with staff participation.
15. Arrange for ordering, care, and distribution of supplies and equipment for nursing service units.
16. Assemble, date, and prepare reports of the school health activities for distribution to the Deputy Superintendent for Instruction, Superintendent, State and Local Health Departments, and the New Mexico Public Education Department.
17. Keep abreast of trends, developments, and research as they pertain to school health.
18. Serve as a consultant to management on health-related employee programs and to departments within the school system.
19. Coordinate health services with Special Education programs, Student Support Services, and other departments or groups providing ancillary services to students.
20. Formulate school health policies and procedures for approval by the Deputy Superintendent for Instruction and the School Board.
21. Maintain all components of the “Vaccines for Children” program.
22. Prepare the departmental budgets and administer allocated funds.
23. Oversee the Medicaid School Based Services Program.
24. Serve as liaison for school based Wellness Center.
26. Deal with information that is confidential regarding personnel and labor relations issues.
27. Maintain awareness of the laws, regulations and policies relating to public and school health in New Mexico.

Additional Duties and Responsibilities:

1. Drive from building to building as needed.
2. Remain on-call to all school sites during the school day.
3. Communicate with students’ guardians about appropriate medical diagnosis plans and treatments as it relates to the school environment.
4. Perform other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or Superintendent.

Qualifications:

1. Current RN licensure by the State Board of Nursing.
2. Bachelor’s Degree in Nursing or higher.
3. NM School nurse licensure by the Public Education Department.
4. A minimum of 3 years experience in public school nursing.
5. A minimum of 2 years in an administrative or supervisory role.
6. Valid driver’s license.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, crawling, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Knowledge of safety, communicable and contagious disease.
2. First aid and CPR training.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate equipment including laptop computers, cellular phones, vision and hearing equipment, and other equipment as needed for emergency response. Must also be able to operate a vehicle to drive from site to site.

Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. School nurses are required at times to use very limited work areas. Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated, well organized, and able to complete job assignment without direct supervision. After hours work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside duties. Must be able to work with people in high stress situations and make critical, independent judgments under high stress and in life-threatening situations.

Terms of Employment:

Salary and work year to be established by the Board.