



Gaston County Schools

Director of Health Services and School Social Work

Definition

An employee in this class provides direction, supervision, and assistance in the development of a comprehensive health education program and school social work program. The employee also coordinates activities and assignments of all School Health Nurses and School Social Workers. Responsibilities also includes leadership as Health Occupations Program Coordinator and Crisis Team Leader.

Duties and Responsibilities

- Coordinates and participates in establishing, reviewing, and implementing school health policies in cooperation with school personnel and community agencies and resources.
- Acts as a liaison between school and local service agencies such as Social Services, Health Department and Cancer Society, etc.
- Recruits and hires School Health Nurses and School Social Workers.
- Acts as a consultant for Communicable Disease Control.
- Implements the Flu Vaccine Program for GCS employees.
- Ensures that the School Nursing Program initiatives and Crisis Team Plan are aligned with the Safe Schools Program Initiatives.
- Implements and monitors the development and training of Gaston County Schools Crisis Teams at each school and serves as the contact person for Crisis Deployment (County Wide Crisis Intervention Team).
- Directs the annual Health Assessments for students in the schools.
- Coordinates services for chronically ill students in the school setting and acts as a resource for teachers.
- Acts as a consultant for health related IEP or MTSS goals for students.
- Completes mandated health reports that are submitted to the Department of Public Instruction (DPI), North Carolina Department of Health and Human Services, State Board of Education, and other appropriate public agencies.
- Oversees and assists in the implementation of Health Education Programs.
- Supervises and coordinates the bi-annual audit of the immunization records in each school.
- Conducts regular meetings with school nurses and school social workers to ensure coordination of services and compliance of standards.
- Conducts summative evaluation with each School Nurse and School Social Worker after input from their principals.
- Reviews and updates (annually) all health-related policies and procedures.
- Reviews and updates all Physician Standing Orders, after consulting with Medical Director for approval and sign-off.
- Establishes and maintains an accountability system to ensure that each school is following state mandates regarding the Health Curriculum.
- Coordinates Intern's and Nursing Student's rotation within the schools.
- Manages annual budget.
- Practices the Continuous Performance Improvement Philosophy and uses appropriate quality tools in all aspects of the position.
- Conducts group training programs on health issues, (Community Groups, PTO, Booster Clubs, Students, and Staff).
- Confers with school personnel in order to interpret data, and gives recommendations to student health care needs.



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- Ensures that NCDPI HOE-Training Policies/Procedures are implemented and followed.
- Ensures that policies, procedures, and practices adhere to the legal and ethical standards as outlined in the North Carolina Board of Nursing.
- Ensures that Gaston County Schools is in compliance with all legal mandates regarding Health Services, including, but not limited to the following:
 - Child Abuse Reporting Laws.
 - The school serves *in loco parentis* (in the place of parents) for school children and are required to render appropriate first aid and medical assistance when needed.
 - Schools are expected to administer medication upon written request of the parent or physician.
 - Educational efforts which emphasize the assuring of individual responsibility for health needs and healthy lifestyles which results in a reduction of public expenditures for health problems.
 - Occupational Safety and Health Act (OSHA), defined as the Bloodborne Pathogen—the purpose of this Act is to ensure safer and healthful working conditions for every American worker.
 - Every Kindergarten Student’s health status must be on file.
 - Health Screening and Observation-are a legal responsibility of the schools. Children may receive vision, and dental appraisals each year along with follow-up of all identified problems.
 - Mandatory reporting and exclusion from school for children with communicable diseases.
- Maintain Community Relations by serving on Committees and Boards in order to involve Gaston County Schools with Health Care decisions including, but not limited to:
 - School Health Advisory Committee, Gaston County Health Care Commission, Childhood Obesity Prevention Action Team, Liaison Gaston County Health and Human Services.
- Provides consultation to school social workers, administrators, and other school staff and individuals in the community on matters such as child abuse/neglect, attendance, and social service issues.
- Coordinates Parent Outreach.
- Participates in Child Fatality Task Force; Dept. of Social Services (DSS) Permanency Planning Committee; School Health Advisory Council; Gaston/Lincoln/Cleveland Continuum of Care Advisory Board; and, school district Safety Task Force.
- Networks with agencies and initiatives in the community that provide services and resources to our students (i.e., Salvation Army, juvenile court, DSS, etc.).
- Collaborates with Human Resources on intern placements.

Knowledge, Skills and Abilities

- Adequate knowledge of skills development in the use of contemporary health education and social work services.
- Demonstrated ability to work with administrators, teachers, principals, parents, community agencies, and others.
- Possess appropriate presentation skills as they relate to the professional development of teachers and administrators. Understanding of the adult learner.
- Considerable knowledge of the law, ethics, policies, rules, regulations, practices, and trends.
- Ability to supervise and coordinate a variety of staff, programs, and activities.
- Ability to communicate effectively in oral and written forms.



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- Ability to develop and compile a variety of administrative records and reports in a timely manner.
- Ability to evaluate programs, personnel, and other situations, give feedback and provide appropriate documentation.
- Ability to use sound judgment in approaching and working with sensitive and difficult situations.
- Ability to relate to a wide range of employees.
- Considerable knowledge of community agencies that offer services for students.
- Considerable knowledge of human behavior, social systems, and social work services.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear; and, taste or smell. The employee occasionally is required to sit and stoop, kneel, crouch, or crawl.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- This employee must possess the visual acuity to prepare and use fingers to operate a computer terminal and other office equipment, and do extensive reading and research.

Minimum Education and Experience

- Master's degree in supervision or administration or related work area from regionally accredited college/university.
- Certified (required) in one of the following areas: Health Education/Specialist (00098), Health Occupations, or School Social Work (00006).
- Minimum of five (5) years successful teaching or an equivalent combination of education and experience.

This Position Reports Directly to: Assistant Superintendent of Student Support Services

Classification: Exempt

Salary: North Carolina Central Office Salary Schedule

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 to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us



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- Select “Jobs”
- Select “Careers/Job Opportunities”
- Select “Start an application for employment”
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Copies of **official** college transcripts (degree dated)
- Copy of Praxis or state test results
- Three completed current, dated Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Copy of Certifications/Licenses, if licensed in out-of-state public schools
- If experienced in an education setting, your last evaluation summary/summative

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Melissa Balknight, Assistant Superintendent
Student Support Services
943 Osceola Street
Gastonia NC 28054
Email: mbalknight@gaston.k12.nc.us