



Director of Health Services

Position Description

Salary Level: Based on Act 93 Agreement

Prepared Date: August 14, 2025

Contract/Benefits: Based on Act 93 Agreement

Prepared by: Dr. Ramona Hollie-Major, Director of Talent Management and Recruitment

Department or Area: Student Services

Approved by: Herman James, Chief of Talent Management and Labor Relations

Reports To: Assistant Superintendent of Student Services

Qualifications:

- Master's degree in Nursing, Public Health, Health Administration, or related field.
- Current Registered Nurse (RN) license in the state.
- Minimum of five years of experience in school health services or public health, including supervisory experience.
- Knowledge of federal, state, and local health regulations and best practices in school health.
- Strong leadership, communication, and organizational skills.
- Experience in policy development, program evaluation, and staff supervision.
- Ability to work collaboratively with diverse stakeholders and community partners.

Summary:

The Director of Health Services provides strategic leadership and oversight for all district-wide health services. This role is responsible for developing, implementing, and evaluating comprehensive health programs that support student well-being, ensure compliance with health regulations, and promote a safe and healthy school environment. The Director collaborates with district leadership, health professionals, and community partners to advance health initiatives and policies.

Essential Duties and Responsibilities:

- Provide leadership and direction for the planning, implementation, and evaluation of district-wide health services.

- Develop and oversee health policies, procedures, and protocols in compliance with federal, state, and local regulations.
- Supervise and support school nurses and health staff, ensuring high standards of care and professional development.
- Collaborate with district administrators and community health agencies to coordinate health initiatives and services.
- Monitor and analyze health data to inform decision-making and improve student health outcomes.
- Lead emergency preparedness and response planning related to student and staff health.
- Manage the health services budget and resources efficiently and effectively.
- Serve as a liaison between the school district and public health authorities.
- Ensure compliance with immunization laws, communicable disease control, and health screenings.
- Advocate for student health needs and equitable access to health services.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Strategic thinking and planning
- Leadership and team management
- Effective communication and collaboration
- Data analysis and decision-making
- Knowledge of health regulations and school health practices
- Crisis management and emergency preparedness
- Cultural competence and equity-focused leadership

Interpersonal skills

Manages difficult or emotional employee situations judiciously; Responds to employee requests for service and assistance; Solicits parent feedback to improve transportation effectiveness; Meets commitments made to parents and the community; Maintains confidentiality; demonstrates objective approaches to communicating with staff and constituents; Exhibits objectivity and openness to the views of other; Speaks clearly and persuasively in positive and negative situations; Listens and solicits clarification; Responds appropriately to questions; Writes clearly and effectively: Edits work for spelling and grammar; Varies writing style to meet needs for the audience; Presents numerical data effectively; Works well with other.

Organization Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports the district's goals and values.

Personal Competencies

Exhibits sound and accurate judgement; Treats people with respect; Works ethically and with integrity; Respects confidentiality; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Approaches others in a tactful manner; Reacts well under direction; Takes responsibility for own actions.

Physical Demands

The physical demands described here are representative of those that must be met by an administrator to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Evaluation:

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____