



Position Description

Assistant Director of Health Services

Salary Level: Range IV

Revised: June 8, 2020

Contract/Benefits: Act 93

Prepared by: Tiffany Polek, Director of Student Services

Department or Area: Student Services

Approved By: Jen Ramos, Deputy Superintendent

Reports To: Director of Student Services

Qualifications:

1. Master's degree in nursing administration, or related area or accredited institution of higher learning.
2. Valid state license from the State of Pennsylvania.
3. Current Pennsylvania school nurse certification.
4. Preferred certified nurse practitioner. (CRNP)
5. Student assistance team training preferred.
6. CPR trainer certification.
7. Hold or be able to obtain a valid Pennsylvania School Health Supervisory Certificate.
8. Successful experience as a Certified School Nurse. (CSN)
9. Excellent written and oral communication skills.
10. Demonstrated organizational skills.
11. Demonstrated budgeting and budget management skills.

Summary:

Under the direction of the Director for Student Services the Assistant Director for Health Services directs and coordinates district-wide school health services, acts as an advocate for students, families and the community to prevent disease, promotes and protects health and minimizes the complications of health problems. The basic responsibility will be to establish lines of communication among various persons concerned with health services. Responsibilities will include development and implementation of school health services.

Essential Duties and Responsibilities:

1. Administer and enforce all human resources and departmental policies to health services staff and MDS staff.
2. Supervise all accounts payable operations for school health and MDS classroom supplies and equipment.
3. Serve as liaison for health service staff and school building staff when necessary.
4. Train health room assistants in CPR and First Aid.

5. Hire and maintain supplemental health support staff.
6. Train other school personnel in CPR.
7. Coordinates school-based health center programs in the district.
8. Acts as liaison to the Lehigh County Office of Children and Youth, Department of Health, and the Pennsylvania Department of Education for health services.
9. Develops and coordinates activities with outside health agencies (hospitals, Allentown Health Bureau, Carbon-Lehigh Intermediate Unit, etc.)
10. Develop and implement policies relative to mental and physical health.
11. Direct and monitor the homebound services.
12. Develop and oversee the reimbursement for the Pennsylvania Department of School Health Services.
13. Conducts personnel evaluations with input from principals and the Director of Student Services.
14. Make recommendations for hiring new staff.
15. Maintain district wide reports for the Department of Health.
16. Develop and train staff on computer-based health programs.
17. Oversee the Access Program through Pennsylvania Department of Education and Welfare.
18. Monitor the health and safety of district buildings for health.
19. Assist in the development and or refinement of district policy and administrative guidelines related to health, safety, and emergency operations.
20. Conduct periodic conferences for staff development.
21. Facilitate meetings with health services staff during the school year.
22. Plan and implement district-wide health programs.
23. Develop and monitor budget for the district health services.
24. Plan and implement health related professional development for staff.
25. Coordinate student nurse assignments with colleges and universities.
26. Perform other tasks and assume other responsibilities as assigned by the Director of Student Services.

Competencies

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

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.

Leadership skills

Develops workable implementation plans; Makes self-accessible to administrators and Health Services staff; Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Adheres to safety and security procedures; Identifies and resolves problem in a timely manner.

Organization Skills

Works with accuracy when monitoring all cost-related tasks; Shows respect and sensitivity for cultural differences; Follows policies and procedure; Completes administrative tasks and reports correctly and on time; Supports 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: _____

Individual serving in this position