



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Director, Coordinated Student Health Services
CONTRACT YEAR:	Twelve Months
SALARY BAND:	D
BARGAINING UNIT:	ESMAB

MINIMUM QUALIFICATIONS

EDUCATION: An earned master's degree in health or human services from an accredited institution. Licensure as a State of Florida Advance Registered Nurse Practitioner.

EXPERIENCE: Minimum of eight (8) years of experience, within the last twelve (12) years, of progressively more responsible experience in nursing or clinical leadership in the healthcare field in a school-based and /or district office administrative position.

ADDITIONAL QUALIFICATIONS

REQUIRED: Demonstrated experience in program development, prevention and intervention models in health services delivery, and health promotion and wellness. Supervision and leadership experience; experience in budget management and grant writing. Computer skills are required for the position.

PREFERRED: Bilingual skills.

REPORTS TO: Executive Director, Student Support Initiatives or designee

SUPERVISES: Staff as assigned

POSITION GOAL: The Director, Health Education provides leadership and direction for the District School Health Programs, health education, and prevention and wellness initiatives for students. Ensures compliance in accordance with State regulatory guidelines for the delivery and implementation

of health programs and District initiatives in support of the District's Strategic Plan. Provide resources with the planning and evaluation of health instruction for grades K-12.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Coordinated Student Health Services shall:

1. implement and provide oversight of the Comprehensive District School Health program and health and wellness services in accordance with state regulatory guidelines.
2. develop and monitor health policies and procedures, which ensure compliance with federal and state mandates and School Board policies, including adherence and fulfillment of procedural safeguards for students and staff.
3. coordinate communicable disease and infection control management in all schools and departments.
4. develop the annual State mandated School Health Services Plan for the District accountability and quality control of all school health services.
5. monitor compliance for State mandates; immunizations, health screenings, emergency preparedness, school physicals, medication administration, health clinic, nursing plans, emergency action plans, 9-1-1.
6. coordinate services for ESE, 504 eligible students, students with chronic health conditions, sites with ESE medically fragile complex students, teen parent sites, ESE clusters, Pre-K and Full service schools.
7. coordinate the District American Heart Association Training Center, which provides CPR/AED/First Aid training for students, staff and community.
8. provide consultations to principals and other departments regarding the management of student's health issues and staff health inquiries, with disease prevention and safety measures.
9. coordinate and supervise the delivery of services by nurses, health support technicians, health screeners, trained paraprofessionals, contracted nursing staff and the clinical nursing supervisor to ensure compliance with federal and state mandates and effective utilization of resources.
10. analyze the impact of state and national legislation and provide input for the purpose of influencing decisions at those levels.
11. provide resource with the planning of K-12 health education program including written curriculum guides, courses of study and appropriate goals and objectives. Review health education learning aids materials and programs for appropriateness and use within the health education program.
12. coordinate emergency and disaster preparedness actions with local officials and the Broward County Health Department.
13. build capacity by collaborating with community providers, for the management of student's health needs, the availability of health services, to provide preventive health education and health promotion for students and families.
14. coordinate nursing care for students, health assessment, case management, and trainings for staff.
15. ensure program quality and organizational stability through development and

- implementation of standards, controls, systems, procedures and evaluations.
16. develop and oversee contracts, agreements, grants and partnerships.
 17. ascertain cost containment and determine budgetary needs while maintaining quality delivery of health services.
 18. monitor performance standards, audits, clinical practice and compliance with state and federal regulations.
 19. determine the health needs, allocate resources, and resolve problems as related to the delivery and coordination of the health and safety of students and staff.
 20. ensure performance metric goals are being achieved as outlined in the State School Health Services Plan and District's Policies and Procedures and Strategic Plan.
 21. collect and synthesize diverse information, legislation, data, clinical research and best practices, utilizing clinical knowledge.
 22. resolve system problems that affect health services operations, maintain open communication; interface with health support to all departments, staff, parents, contracted personnel and partners.
 23. monitor compliance with relevant laws and regulations, including HIPPA, state and federal and clinical nurse practice.
 24. provide resources and collaboration with community providers, for the management of student's health needs, the availability of health services, to provide preventive health education and health promotion.
 25. conduct periodic evaluation programs, research projects, surveys, reports, and cooperative studies that will provide data basic for periodic or continuous appraisal of the health education and health services programs.
 26. coordinate the development of revenue streams such as grants and private-public partnerships to enhance the delivery of health education and health services.
 27. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Fl.
 28. participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
 29. review current developments, literature and technical sources of information related to job responsibilities.
 30. ensure adherence to good safety procedures.
 31. follow federal and state laws, as well as School Board policies.
 32. perform other duties as assigned by the Executive Director, Student Support Initiatives or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Executive Director of Student Support Initiatives, District management at all levels, Office of General Counsel, Florida Department of private schools, Children Services Council, Health Care Entities, local universities, physicians, students and families. Collaborate, support and implement District Strategic goals, SSI Initiatives and State of Florida quality compliance requirements of School Health Services.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

ER80-12 Approved: 10/2/80

Reclassified: 6/17/82

Revised: 3/21/85 &

Adopted: 4/15/85

Item G-7: 11/6/86

Title Change: 5/19/92

Realignment: 4/12/94 &

4/11/95

Revised: 4/21/98

Adopted: 5/19/98

Revised (Approved as Amended): 8/3/99

Adopted: 8/17/99

Reorganization Chart: 5/9/2000

Board Adopted: 12/16/03

Reporting Change: 10/01/12

2012-2013 Organizational Chart

Board Approved: 10/15/13

Board Adopted: 1/5/13

2014-2015 Organizational Chart

Title Change: 6/24/14