

DUTIES AND RESPONSIBILITIES DIRECTOR OF HEALTH SERVICES

Under the direction of the Superintendent, the Director of Health Services will:

- Implement the policies and procedures as directed by the Pomona Unified School District Board of Education.
- Provide general supervision of the provision of Health Services to students, their families and staff members.
- Recommend and advise regarding policies, procedures and standards affecting the health of students and staff.
- Monitor the completion of district-wide mandated services and facilitates the appropriate year end reports.
- Coordinate with private and public agencies, dentists, physicians and other health professionals to initiate, plan and implement services for students and staff.
- Monitor referral program for physical, mental and social health problems of qualifying students.
- Provide information and/or clarification to parents and staff on federal, state, county and district laws and policies.
- Determine and monitor short and long range departmental goals and objectives.
- Supervise, schedule, observe and evaluate departmental administrators, certificated and classified staff.
- Prepare and maintain annual district and specially funded project budgets.
- Administer the District's Medi-Cal LEA Billing and MAA programs.
- Assume the responsibility for recruiting, interviewing and hiring of qualified certificated and classified employees.
- Arrange and supervise the orientation of new hires.
- Develop and maintain departmental manuals with appropriate procedures and forms.
- Establish an effective program of staff development and inservice training to maintain a consistent level of professional and updated knowledge.
- Serve as the superintendent's designee in determining appropriate placement of students and staff with identified communicable/infectious diseases.
- Supervise Community Based Health Center Partnerships and Family Resource Centers.
- Supervise the planning and implementation activities and services of medical consultants for the District.
- Direct the health assessment and designated instructional services to Special Education students.

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- Supervise program administration and the effective implementation of specially funded projects.
- Supervise liaison activities with the community service organizations that provide direct free medical and dental services to qualifying students.
- Participate on district committees as appropriate.
- Participate on county level advisory boards and committees as appropriate.
- Maintain memberships in appropriate organizations to remain current in all areas pertaining to school health.

SECTION 1