



## Columbia County School District Job Description

<b>Position Title:</b> Director of School Health		
<b>Department:</b> Student Support	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Assistant Superintendent of Student Support in accordance with Policy GBI - Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade T	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 205 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Assistant Superintendent of Student Support		

<b>MINIMUM QUALIFICATIONS</b>
<p><b>Qualifications:</b> Hold a valid Registered Nurse license issued by the Georgia State Board of Nursing</p> <p><b>Essential Knowledge/Skills:</b> Thorough knowledge of nursing procedures, student growth, and development, first aid and CPR. Ability to effectively communicate orally and in writing.</p> <p><b>Experience:</b> Supervisory experience preferred</p>
<b>GOAL</b>
<p>Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.</p>
<b>REPRESENTATIVE DUTIES &amp; RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Develops and administers annual budget.</li> <li>• Obtains birth certificates and ensures immunization certificates and three-point screenings are up-to-date on every student.</li> <li>• Implements and follows procedures in the Student Health Services Manual.</li> <li>• Assists with scoliosis screening in all middle schools during October for all sixth and eighth grade students.</li> <li>• Provides emergency care in cases of injury or sudden illness to students and staff.</li> <li>• Conducts vision and hearing screenings for all regular, SST, and Special Education students as requested. Sends letters to parents for failures of vision and hearing and follow-up.</li> <li>• Serves as resource person to school and classroom teachers in area of health, medicine, preventive hygiene, drug awareness and wellness.</li> <li>• Reports all cases of communicable diseases as required.</li> <li>• Counsels with students and parents when health problems are identified.</li> <li>• Assists schools with contacting parents concerning medically related student absenteeism and chronic tardiness.</li> <li>• Identifies students with health care needs and develops health care plans for these students.</li> <li>• Performs medical procedures as necessitated by a child's health needs.</li> <li>• Teaches growth and development to all fifth grade students during February and March.</li> <li>• Participates in professional development activities to keep license current and to update skills and knowledge, specifically in CPR and first aid yearly certification.</li> <li>• Serves as liaison between school and agencies in case of health related referrals.</li> <li>• Conducts HIV/AIDS update yearly to all employees of school and feeder school.</li> <li>• Screens students for head lice when referred.</li> <li>• Assists with the medical documentation for hospital/homebound program.</li> <li>• Assists with health and wellness programs in each school.</li> </ul>

- Provides blood pressure screenings for staff and students as requested.
- Conducts home visits for health concerns such as head lice, etc.
- Orders first aid supplies and maintains clinic area.
- Dispenses medication and keep a log of all students receiving medications and/or treatment for injuries.
- Assists with completion of accident reports for staff and students.
- Monitors and assists students with specific health care needs as indicated in the student health care plan.
- Assists with other duties and responsibilities as assigned by the Assistant Superintendent of Student Support.
- Coordinates the nursing program throughout system.
- Serves as system liaison to supervising physician.

#### **IMPORTANT NOTES**

#### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

#### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** December 2015