



STUDENT HEALTH SERVICES SUPERVISOR

Position Summary

The Student Health Services Supervisor addresses the health needs of students including physical, mental and social-emotional health. The position has responsibility to serve buildings throughout the district to coordinate the delivery of consult, direct and indirect health care to students and administer the school-nursing program. The Student Health Services Supervisor will also coordinate development of health protocols and all state reporting for health related collections. The School Health Services Supervisor works collaboratively with all district departments to provide a full array of health and mental health consultation and services and acts as liaison to stakeholder organizations and groups throughout the county and state. The position manages the contracts for all service providers with a health focus, such as school based mental health and addiction treatment. All services are provided within the context of standards of nursing practice and in accordance with State laws and regulations and district policies and procedures.

Supervisory Relationship

This position reports to the Director of Student Services. This position provides organization-wide leadership and either directly or indirectly supervises exempt staff and non-exempt staff within Health Services.

Essential Functions

1. Consults and provides direct nursing services to schools in regard to their student health programs to provide recommendations on best practices.
2. Evaluates services in the school health program(s) to lead improvements for comprehensive services for students.
3. Manages all health services in the school district to include:
 - a. Managing nursing staff (school district nurse and 1:1 nursing dependent);
 - b. Coordinating and training staff on delegated care;
 - c. Administering and managing School Based Mental Health, addiction services and Prevention contract through partner agencies and County Behavioral Health;
 - d. Coordinating administration of Plan to address SB 52, Adi's Act; Prevention, Intervention and Postvention of Suicide Risk for students;
 - e. Managing and coordinating the Medicaid billing program for direct bill;
 - f. Managing and coordinating Medicaid Administrative Claiming system and revenue.
4. Liaisons with local and state officials regarding opportunities to increase health services to produce equitable outcomes for students.
5. Collaborates with groups and individuals who are stakeholders in student and community health.
6. Attains and integrates evidence-based knowledge and clinical competency, including appropriate technology and service delivery.
7. Coordinates delivery of school health services, including health screenings, communicable disease control, health education, and environmental monitoring.
8. Develops nursing programs, policies, procedures and standards, recommendations regarding statistical requirements, program changes and staffing to ensure quality.

9. Provides health guidance to prepare students to participate knowledgeably in their own health care.
10. Provides and incorporates new nursing theory into clinical practice.
11. Initiates, facilitates, and interprets preventative, developmental and diagnostic procedures within the field of practice.
12. Directs staff development activities including individual guidance and recommendations for staff education and in-service.
13. Attends staff development programs and clinical practice seminars as needed.
14. Serves on advisory committees/consultation for health accommodations necessary to support student individual education care plans (i.e. 504 and IEP).
15. Assists in the formulation of a district's wellness and health program including: nutrition services, health services, health and safe school environment, and parent, community involvement, and health education.
16. Maintains knowledge of the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law.
17. Supervises the reporting of any known or suspected communicable disease cases to the local health department.
18. Maintains working knowledge of applicable laws and nursing practice regulations and standards.
19. Maintains valid driver's license and vehicle available for use on the job;
20. Proficiently navigates internal and external data systems, including data entry and report production pertinent to delivery of school health services.
21. Maintains regular attendance and promptness in reporting for duty, as well as timeliness in submitting required reports and other professional paperwork.
22. Complies with District and State standards of professional conduct;
23. Perform other duties and assume other responsibilities as assigned.

Required Knowledge, Skills and Abilities

1. Ability to relate effectively with the communities of color, students, and school staffs; ability to gain the trust of stakeholders with diverse backgrounds and establish credibility.
2. Ability to interact effectively with and provide guidance to staff, students, parents and community members and organizations.
3. Ability to lead and supervise certified, professional and classified staff.
4. Proficient oral and written communication skills.
5. Demonstrated experience with program planning and oversight, and budget preparation and management.
6. Ability to manage multiple priorities, adapt to change, and meet timelines.
7. Ability to design and lead professional development.
8. Ability to use technology to support staff training and program accountability.
9. Ability to follow and support district and program values, policies, procedures and requirements.
10. Ability to work cooperatively and harmoniously with families, coworkers, supervisors and community partners of diverse backgrounds.
11. Maintains professional and technical knowledge by participating in professional development activities.
12. Maintains regular communications including checking and replying to work email on a regular daily basis.

Minimum Qualifications

Education

- Bachelor's Degree (required) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience.

Experience

- Registered Nurse through the Oregon State Board of Nursing;
- Three (3) years of nursing experience in a public health setting;

Preferred Qualifications

- *Master's Degree (preferred) in in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience;*
- *Written and oral communication skills and proficiency in Spanish.*

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

- Travel required delivering services in multiple sites during day and week throughout the areas served by program;
- Work settings vary from district office, schools, and stakeholder locations;
- Travel modes can include the use of public transportation;
- Some evenings and weekends may be required for program events.

ADDITIONAL INFORMATION	
Employee Unit	MAPS
Pay Grade	Grade 8
Developed by	Karen M. Hardin, Director of Human Resources
Reviewed by	Kat Lange, Director of Student Services
Approved by	Cydney Vandercar, Superintendent
Last Revised	June 9, 2021