

Director I-Coordinated School Health

Posted Date 22 hours ago(7/2/2025 3:14 PM)

Location Name : Health Services

Salary Min: USD \$115,000.00/Yr.

Salary Max: USD \$135,000.00/Yr.

Category: Administrative/Clerical

of Openings: 1

Close Date: 7/11/2025

Subject: Not Applicable - Non-Instructional Position

Purpose and Scope

SUMMARY DESCRIPTION

Responsible for the efficient and effective operations of the Coordinated School Health and is the recognized expert in the field of Coordinated School Health, providing system-wide direction and expertise.

Essential Job Functions

This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the primary job elements.

1. Work collaboratively with the Chiefs, Executive Directors, and other Directors to formulate targets and goals for productivity, cost management, quality, and providing input on system-wide policy development as it relates to School nursing/ health services, Mental health, School based clinics / family care centers, Special projects (CPR, AED, monitoring), state compliance, grants BBP exposure control plan), Section 504.

2. Develop a departmental budget, present, and defend program budget requirements; oversee and approve program expenditures and prepares financial forms and reports.
3. Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provides for appropriate research and compiles reports, as needed.
4. Supervises staff establishing standards and effectively select, train, motivate, delegate, monitor and evaluate performance to ensure targets and goals are met. Facilitates professional development and serves as coach and mentor.
5. Communicates with authorities and establish a working relationship with other departments in order to establish and maintain effective and relevant activities; Use personal judgment and initiative to develop effective and constructive solutions to challenges and obstacles.
6. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned service, activities, and operations; provide for appropriate research and compiles reports, as needed.
7. Ensures district compliance with all pertinent policies and procedures, laws, and regulations, codes and ordinances, and standards of quality and safety by reviewing audits, program monitoring reports, and the maintenance of the center to meet licensing requirements with relevant local, state or federal guidelines.
8. Promotes professional growth and exemplary professional practice through the development of an annual professional development plan for mental health center staff; participates in annual principal and teacher professional development.
9. Collaborates with the District's medical providers to collectively increase the number of Early Periodic Screening Diagnosis and Test (EPSDT) examinations given to the District Students.
10. Coordinates effective communication between the departments implementing the components of Coordinated School Health.
11. Organizes and support The Districts Advisory Council on School Health, the Staff, Coordinating Council on School Health, and Staff Wellness Committee.
12. Develops strong school-community health partnerships with health centers, public health officials, and local hospitals that serve in the areas of both health and mental health.

13. Establishes interdisciplinary school health teams comprised of school-based health personnel that emphasizes prevention and early intervention.
14. Oversees school-level operations related to the Regional Health Clinics to incorporate school-based health services into a coordinated school health program.
15. Establishes and maintain a system of monitoring and evaluation of Coordinated School Health activities.
16. Provides staff development in Coordinated School Health and School Health Index.
17. Performs other related duties as assigned or directed.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Education, Health Services Administration, Counseling or other related field plus an additional 7 years related experience for a total education/experience of 11 years.

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree= 2 years plus required years of experience. Where Master's degrees are required, years for Bachelor's Degrees must be included.