

Anoka Hennepin Independent School District #11
Job Description

Title: Assistant Director of Student Services for Health Services
Department: Student Services
Reports To: Director of Student Services
Prepared Date: July 2020

SUMMARY OF RESPONSIBILITIES

Direct the Health Services Department. Perform the following duties including development, coordination, and implementation of the health services programs for public, home school, and non-public sites.

DUTIES AND RESPONSIBILITIES

- Develop policies, procedures, and processes to care for and evaluate care of students.
- Direct prevention and infection control interventions for communicable diseases.
- Develop and direct health service programs, policies and procedures, consistent with Anoka-Hennepin's policy, Minnesota state policies and statutes, and federal laws and rules.
- Develop and maintain effective communication regarding medical concerns in the school setting.
- Direct health record collection, retention, maintenance, dissemination of student health data and trends. Complete all state and federal reports as required.
- Direct and present staff development for Health Services and third party billing staff.
- Direct daily staffing needs to ensure the safe care of all students.
- Prepare and monitor the health services budget and resolve concerns.
- Direct performance appraisal system for licensed school nurses and float health paraeducators.
- Chair or participate in appropriate committees to ensure collaboration and implementation of districtwide health goals.
- Evaluate, with the Purchasing Department, vendors for health services supplies.
- Assure compliance for all school health related Minnesota state policies and statutes, and the overall effectiveness of the health services program.
- Develop and present to the Associate Superintendent, Student Services Director, Health Wellness and Safety Committee, Special Education administration, and others reports concerning health trends, strengths, needs, and proposed changes within the health services program.
- Resolve conflicts and disputes by directing the investigation of complaints or allegations dealing with health services care delivery.
- Participate in legislation and rulemaking at the state level to ensure the district has representation regarding the impact of proposed health rules in the school setting.
- Develop standards of school nursing practice through professional organizations.
- Consultant on student 504 process when a medical condition is involved.
- Consultant for medical conditions in Community Education programming.

- Consult with information technology on development of electronic health records.
- Consult with development of the Student Plans program regarding health fields.
- Determine appropriate staffing allocation, in compliance with budget, current law or rule and make annual health services staffing recommendations to the Associate Superintendent.
- Direct hiring and evaluation of health services staff in collaboration with building Principals, Program Supervisors, and/or Special Education Directors.
- Collaborate with private and public agencies to assure appropriate community services, to prevent duplication of services between agencies, and to facilitate successful medical intervention for children and families.
- Collaborate with post-secondary education institutions to provide clinical experience for nursing students.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly supervise itinerant Health Services staff (licensed school nurses, health paraeducators, and secretary). Responsibilities include interviewing, hiring, training employees, planning, assigning, directing work, appraising performance, and addressing complaints to resolve problems.

EDUCATION and/or EXPERIENCE

Requires Masters degree in Nursing. Minimum of three years experience in Pre-K - 12 setting as a Licensed School Nurse and coordination of health care programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current MN Licensed Registered Nurse; current MN LSN License; Public Health Nurse Certificate from MN Board of Nursing; National Certification as a School Nurse.

Requires current CPR.AED certification.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge/understanding of Minnesota state policies and statutes, federal laws, rules, and regulations affecting school district operations with regards to health services.

Knowledge of program planning, implementation, and evaluation.

Knowledge of health record collection, retention, and maintenance practices, and dissemination of student health data and trends.

Experience completing all state and federal student health reports.

Proficient in the use of computer technologies, including MS Office (Word, Excel, and PowerPoint) word processing, data analysis and spreadsheets, email, Google docs, and calendar tools.

Excellent verbal, written, interpersonal communication skills and organizational skills.

Ability to multitask and attention to detail.

Ability to work under pressure and/or in an emergency, crisis situations.

Excellent analytical, critical thinking, problem-solving skills, and judgment skills.

Ability to facilitate meetings and implement work plans.

Ability to work under pressure and/or in an emergency, crisis situations.

Ability to interact effectively with individuals and groups in a variety of settings, with persons of diverse backgrounds, experiences and agendas.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus. The employee may be required to travel to individual school or off site locations to conduct business related to the essential functions of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.