

Job Description: Health Services Director



Position Title:

Health Services Director

FLSA Status:

Exempt

Salary Grade:

Pay Grade:

Our Mission:

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

Custom Job Purpose:

This position exists to perform responsible administrative work in directing and coordinating all areas of student services to include psychological services, social work services, health education, health services, violence prevention, substance abuse prevention, and employee/student wellness for the school system.

Essential Functions of this Job

Plans, directs, and supervises health services programs and operations. Provides supervision of personnel in Health Services to include Health Education, Health Services, Substance Abuse, Violence Prevention, and Wellness. Recommends personnel for employment and termination and evaluates employees' work performance and makes job assignments. Oversees and prepares health services policies, procedures, budgets, and other student service areas as requested. Resolves personnel problems and issues. Works collaboratively with central office, school-based, and community agency personnel. Plans, implements, and evaluates in-service training for

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itinerant and school-based health services personnel. Oversees the health, substance abuse, and violence prevention curriculum for grades K-12. Collaborates with central office staff and school personnel in planning, implementation, monitoring, and evaluation of Health Services programs and services.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Considerable knowledge of the school systems operations and procedures relative to Health Services programs and services. Extensive knowledge of school board policy and due process procedures and federal/state regulations and laws. Ability to supervise and evaluate the work of health services personnel. Skills in interviewing and interpersonal relationships. Ability to make sound professional evaluations and judgments. Ability to maintain confidential reports and records. Demonstrate leadership abilities.

Education, Experience, and/or Certification/License Requirements

Graduation from an accredited college or nursing program with a current Florida Registered Nurse license. Experience in supervision required.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for most of the day, and the ability to lift, carry, move, and/or position objects infrequently weighing up to 20 pounds.

Local Code:

9000

EEO5:

Approval Date:

Date Last Revised: 04/18/2022

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The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.