

**AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** **DIRECTOR OF HEALTH SERVICES** **File 115**

**Reports to:** Assistant Superintendent

**Job Objectives:** Administers a comprehensive district-wide health service program.

Note: Legal restrictions prohibit the diagnosis and/or treatment of individuals beyond the evaluation of symptoms and administering emergency first aid. Parents/guardians are encouraged to take students with suspected health concerns to a physician or other medical provider for follow-up services.

**Minimum Qualifications:**

- Valid Ohio registered nurse and school nurse licenses or certificates.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)-
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Demonstrates extensive knowledge of normal growth and development.
- Demonstrates the ability to access pharmacology information and community health resources appropriate to the needs of students.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of a district-wide health service program.
- Serves as the district's blood-borne pathogen compliance officer.
- Upholds board policies and follows administrative procedures.
- Maintains visibility. Promotes a favorable image of the school district. Builds community partnerships that enhance district programs and services.
- Helps develop and implement the district's continuous improvement plan. Develops a strategy to accomplish personal performance objectives within specified time lines.
- Maintains open and effective communications with staff and the community.
- Administers the board-approved budget for assigned areas of responsibility.
- Consults with district administrators regarding student health services. Helps identify safety and health hazards. Investigates and documents injuries.
- Recommends policy revisions based upon professional guidelines and standards.
- Requisitions program supplies. Promotes the proper use and care of school property.
- Oversees the cleaning, repair, and replacement of clinic equipment.
- Develops procedures to ensure that all medicines and equipment are stored safely.
- Evaluates district procedures for administering medications and training staff.
- Provides assistance to sick and injured students. Administers first aid.
- Maintains high standards and upholds the student conduct code.
- Ensures that the immunization status of all students is in compliance with state law.
- Ensures that signed permission forms are on file as needed for the release of health information.
- Makes exclusion or readmission recommendations regarding students with communicable diseases or other health concerns.
- Performs all required state minimum student health screening activities.

- Assists with the kindergarten-screening program.
- Instructs teachers in the early identification of students' health risks. Evaluates suspected medical, visual, or hearing problems. Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.). Makes medical referrals.
- Reviews completed medical emergency authorization forms. Communicates information to staff when required to protect students' health and/or well-being.
- Assesses student health conditions and assists in the development of accommodation plans. Coordinates training for staff assigned to provide care for students with special medical needs.
- Assesses staff health conditions and assists in the development of accommodation plans.
- Trains staff in standard practices related to student assistance (e.g., first aid, administering medication, tube feeding, suctioning, catheterization, etc.). Monitors student care and reports unsafe practices.
- Collaborates with teachers. Shares knowledge and resources that enhance the educational process.
- Participates in curriculum planning and makes health/wellness presentations.
- Maintains accurate records. Supervises the preparation of clinical records to ensure accuracy. Submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Makes a referral for student assistance/intervention when a need is indicated. Meets mandated deadlines for required paperwork. Works with team members to reach a consensus on a plan for students requiring assistance.
- Maintains a working relationship with community health resources (e.g., mental health services, health care facilities, rehabilitation programs, etc.).
- Participation in conferences, open houses, and other school events may be required.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory •  
Responsibility:** The following characteristics and physical skills are important for the successful performance of assigned duties. Under the direction of the assistant superintendent. Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working  
Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance  
Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.