

## Sweetwater Union High School District

### STUDENT HEALTH SERVICES MANAGER

#### **Purpose Statement**

The job of Student Health Services Manager is done for the purpose/s of researching, developing and implementing program specific information and processes related to Student Health Services; ensuring effective and efficient program functioning; and assessing program effectiveness and compliance with all relevant laws and regulations.

#### **Essential Functions**

- Manages and supervises the district student health services program for the purpose of serving as medical consultant to school nurses and licensed vocational nurses.
- Responds to all program specific school requests as needed and/or assigned for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
- Collaborates with Director of Special Education for the purpose of ensuring the health needs of special education students are met in accordance with federal and state laws.
- Coordinates Medi-Cal (LEA) reimbursement program for the purpose of ensuring compliance with all federal and state laws related to Medi-Cal billing and providing training and/or direction Medi-Cal eligible providers.
- Provides direct supervision and evaluation over assigned classified staff (licensed vocational nurses) and certificated staff (school nurses) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives.
- Coordinates and implements the District Wellness Plan for the purpose of ensuring compliance with federal and state laws and providing assistance and/or guidance to site principals related to site based plans.
- Initiates communications with a variety of parties (e.g. school sites, other district offices, community organizations, regulatory organizations, funding sources, parents, etc.) for the purpose of ensuring program effectiveness, assisting in improving student achievement and complying with all relevant regulations.
- Develops reviews and recommends adoption or revision of board policies related to student health services for the purpose of ensuring program effectiveness, confidentiality and complying with mandated requirements.
- Conducts meetings with various internal and external parties (e.g. district staff and administration, community organizations, parents, etc.) for the purpose of coordinating activities and ensuring that program outcomes achieve school, district and/or state objectives.
- Attends meetings, conferences, workshops, etc. for the purpose of understanding program changes and updating and implementing district procedures.
- Maintains student records for the purpose of complying with mandated requirements.
- Prepares materials in a variety of (written and electronic) formats (e.g. reports, memos, letters, requests, forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying, utilizing and interpreting assessment instruments; operating standard office equipment; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to oversee assigned budget; perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age and/or language appropriate instructional activities; appropriate telephone etiquette; specifics of assigned program; principles and practices of budget preparation and administration; and stages of child language development.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; and working as part of a team.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Master's degree from an accredited college or university with major course work in education or job related area, and two years of administrative experience in an educational setting.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License  
 School Nurse Services Credential  
 California Administrative Services Credential/or  
 Certification of Eligibility for Administrative Credential

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
 Criminal Justice Fingerprint/Background Clearance

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*