

# **Amador County Unified School District**

## **Director, Student Services**

### **POSITION SUMMARY:**

Within District policies and state and federal laws, plans, organizes, supervises and evaluates District and schoolwide student and mental health/health services programs which strengthen the educational process through improvement of the physical, mental, social/emotional, and cognitive health and knowledge of students; performs other duties related to the educational program as assigned; and reports directly to the Assistant Superintendent of Curriculum and Instruction.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordinates, plans, and oversees multi-tiered systems of support for all students.
- In collaboration with the SELPA director, supervises the work of school nurses, general education counselors, and other assigned support staff.
- Coordinates and facilitates the development and implementation of various support plans including the foster youth plan, the McKinley Vento grant, the district wellness plan, and the tobacco use prevention plan (TUPE), and Christmas to Remember.
- Provides information, resources, and direction to site administrators regarding districtwide and site specific issues regarding student health and welfare, such as the districtwide immunization clinics, distribution of first aid supplies, etc.
- Coordinates the prevention program and districtwide dissemination of information regarding communicable diseases.
- Coordinates districtwide vision and dental support services including screening and access to free dental care by Access Dental Van, and serving as a representative of the school district on the Amador County Oral Health Task Force.
- Coordinates, supervises, and monitors attendance and related mediation programs in cooperation with the School Attendance Review Board, the Amador County District Attorney, the Amador County Probation Department, and the Amador County Health Department.
- Coordinates growth and development program and materials for use district-wide.
- Coordinates and oversees homebound instruction.
- Attends related county and state meetings and professional learning to support programs.
- Communicates effectively with all stakeholders regarding assigned programs and services, including receiving and sharing communications such as the California Health Alert Network alerts.
- Oversees and assures districtwide compliance and updated policies and procedures, related to state and federal mandates.
- Acts as a district liaison between the school district and other county agencies to provide services to students, staff and parents relative to health and attendance
- Submits mandated state reports for all related programs such as kindergarten immunizations, hearing, and oral health assessment.
- Prepares and maintains pertinent health and other related files, records and reports according to established procedures; reviews findings to evaluate the health status of pupils; assures compliance with state and federal mandates for health care.

- Collaborates with the executive director of personnel regarding emergency preparation and the development of strategies to respond appropriately to emergencies and provide support when accidents and emergencies occur during school hours.
- Maintains positive staff and community relationships.
- Provides professional development to site and district staff regarding healthful living, communicable diseases and other health concerns; serves on various school and district committees and attends meetings as assigned, including, but not limited to, blood borne pathogens, diabetes CPR and First Aid.
- Refers parents/guardians of pupils needing medical care to appropriate private or community resources.
- Cultivate and model a respectful working and learning environment.
- Performs other duties as assigned

#### KNOWLEDGE AND ABILITIES:

- CPR and First Aid techniques
- Hygiene and health needs of school-age children
- Health and safety regulations
- Applicable sections of California Education Code, State regulations and other applicable laws
- Current office practices, procedures, equipment, and record keeping techniques
- Public health agencies and local health care resources
- Ability to problem solve difficult highly emotional issues
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to assess and monitor work, administrative support systems; identify opportunities for improvement; direct and implement changes
- Ability to analyze situations accurately and adopt an effective course of action during emergencies
- Ability to meet schedules and timelines and plan, prioritize and organize work effectively
- Ability to counsel and provide health-related information to P-14 students and families
- Ability to maintain confidentiality
- Ability to speak fluently, read and write Spanish is desirable
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to complete work with multiple interruptions
- Ability to provide and monitor health information and procedures to parents/guardians, students and staff
- Ability to understand and carry out oral and written directions
- Ability to establish and maintain positive, cooperative working relationships
- Mobility to traverse all areas of the work sites

#### QUALIFICATIONS:

##### **Required**

- School Administrative Services Credential
- Bachelor's Degree in Student Services, Elementary or Secondary Education, Nursing or related field, including all courses needed to meet credential requirements
- Valid California driver's license and private transportation
- Thorough understanding of the philosophy, methodology and trends related to providing support services to all students including individuals with exceptional needs

**Desired**

- Current Registered Nurse (RN) License (CA)
- California credential authorizing services as a School Nurse
- Public Health Nursing Certificate
- Background experience in mental health and health education and student services

**OTHER REQUIREMENTS:**

- Environment: Subject to driving a vehicle to conduct work; exposure to blood-borne pathogens, communicable or infectious diseases and emergency medical situations
- Physical: Sitting or standing for extended periods of time; reaching, bending at the waist, turning and twisting, walking on level surfaces and occasional walking on uneven, slippery surfaces; occasional stair climbing (elevator available at certain sites), dexterity of hands and fingers to operate specialized health services and standard office equipment; regularly lifting 40 lbs. and up; carrying/pushing 40 lbs., hearing and speaking to exchange information and make presentations; see color, possess near vision and depth perception
- Mental: Stress of emergencies, deadlines, interpersonal conflict, and normal work stress; concentrate for long periods of time; memorize and recall objects and people; analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems.

**SALARY:**

Salary range will be Level V on Certificated Management Salary Schedule, 212 work days.