

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR I – SCHOOL HEALTH

BASIC FUNCTION:

Under the direct supervision of assigned supervisor, serves as a leadership team member to provide guidance and recommendations on programs, structures and policies that benefit the health and development of our school communities in Santa Clara County; collaborates and provides strategic planning to support with district and county-level teams to improve school community health outcomes; manages, coordinates, coaches, and evaluates classified and certificated personnel; performs related duties as assigned.

REPRESENTATIVE DUTIES:

Essential Duties:

Plans strategically to support health services at schools.

Strengthens and implements school health policies that align with federal and state laws as well as regulations and best practices.

Provides technical expertise, information, and assistance county-wide to district school health teams and administrators, providing updated information on new school health-related laws, regulations, and best practices.

Convenes a community of practice of school nurses; serves as a liaison to Santa Clara County Public Health Department and other community health and safety programs and collaborates with SCCOE programs and departments; builds bridges, acts as a facilitator, and specializes in collaboration, partnership-building, data collection, and advocating for the health, safety, and wellness of students and staff.

Provides technical expertise, information, and assistance to the County Superintendent regarding regional public health guidance, as well as, state and federal; assists in the formation and development of policies, procedures, and programs.

Attends and conducts a variety of meetings as assigned by the County Superintendent.

Communicates school health and safety priorities to district administration, site principals, staff, parents/families, community organizations and students using a variety of tools; engages stakeholders to support the connection between health and learning.

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Conducts assessments of student health needs and evaluates school health policies, activities, and programs with the purpose of researching funding opportunities; uses data to develop funding proposals to support programs, services, and special initiatives and develops and manages a school health budget; uses best practices to evaluate activities; represents the County Superintendent at designated committees.

Provides professional development for local education agencies and county-wide school health services personnel on policies, best practices, professional growth, and the implementation of health-related programming.

Directs and evaluates the performance of assigned staff; interviews and selects employees; recommends transfers, reassignments, terminations, and disciplinary actions; monitors departmental position control; assures appropriate application of bargaining unit agreements among supervised staff; plans, monitors and evaluates staff development programs, as well as professional growth and improvement plans to address identified areas of need.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE, ABILITIES, AND COMPETENCIES:**KNOWLEDGE OF:**

Regional, State, and Federal health compliance issues, mandates, and regulations;
 Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies, and procedures;
 National School Nurse Standards of Practice and the ability to apply standards to School Nurse practice;
 Nursing process and applying the nursing process to support student health and learning;
 Appropriate scientific theory as a basis for decision-making in nursing practices;
 Strong oral and written communication skills;
 Operation of a computer and assigned software;
 Organizing and facilitating on-line meeting and training platforms, e.g. Zoom, etc.;
 Principles and praxis of administration, supervision, and training;
 Interpersonal skills using tact, patience, and courtesy;
 Public relations and speaking techniques.

ABILITY TO:

Design training and presentations tailored to different and unique audiences;
 Collaborate and build consensus amongst diverse groups and professional disciplines;
 Plan, organize, control and direct operations and activities of school health programs;
 Coordinate program and information with various departments, outside agencies and the public for smooth and effective program operations;

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Apply appropriate scientific theory as basis for decision making in nursing practices;
 Supervise and evaluate the performance of assigned personnel;
 Develop cooperative relationships with legislative advocates and agents of the Public Health system;
 Communicate effectively both orally and in writing;
 Interpret, apply, and explain rules, regulations, policies, and procedures;
 Operate a computer and assigned office equipment;
 Analyze situation accurately and adopt an effective course of action;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and prioritize work;
 Effectively manage available budgets to meet department's priorities and goals.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION EXPERIENCE:

Any combination equivalent to a Bachelor's degree in Nursing; five (5) years of demonstrated successful experience as a School Nurse or a Public Health Nurse; five (5) years increasingly responsible experience in school nurse administration or leadership.

LICENSE AND OTHER REQUIREMENTS:

Administrative Services Credential
 Current Registered Nurse (RN) License;
 School Nurse Services Credential
 Public Health Nurse Certificate; and
 California Driver's License.

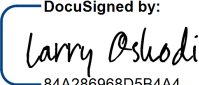

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

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Incumbents stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms; stoop, kneel, or crouch; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 20 pounds; use hands and fingers to perform standard nursing procedures.

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date