

Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
Adopted: 05/04/16
Revised: 10/11/17, 12/12/18, 09/07/22
Title Changed from Coordinator to Director: 09/07/22

DIRECTOR OF HEALTH SERVICES AND WELLNESS

DISTINGUISHING FEATURES OF THE CLASS: This is a leadership position responsible for managing the health services programs of the Ithaca City School District, and for fostering and advancing a climate of health and wellbeing in the schools. The scope of the position is District-wide, and includes both the direct supervision and management of school nursing staff, as well as instructional leadership to principals and administrators regarding the provision of health services within their buildings and departments. The Director of Health Services and Wellness is also responsible for developing and implementing wellness initiatives for the entire Ithaca School community, and for ensuring that health services and wellness programs are in compliance with all federal, state, and District laws, regulations and policies. The work is performed under the general direction of the Chief Administration Officer, with a high level of autonomy granted and substantial latitude given for the exercise of independent judgment and discretion. The work is performed collaboratively with the District executive team. Supervision is exercised over the work of all District health services staff. Guidance and mentoring is provided to principals and other administrative staff on health related topics and programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads the collaborative development, implementation and supervision of high quality school nursing services;
Leads the collaborative development, implementation and supervision of high quality district-wide wellness initiatives;
Ensures compliance with applicable federal, state and district rules, regulations, procedures and practices;
Writes and periodically updates health services and wellness policies and procedures;
Guides and collaborates in the recruitment and retention of professional nurses; assists administrators in the identification of qualified candidates, screening of applications, interview process, selection and orientation of school nurses as needed;
Guides and collaborates in the instructional leadership and mentoring of building principals and directors with respect to the supervision and delivery of health services in their buildings and departments;
Leads in the observation and evaluation of school nurses, ensuring appropriate patient care, use of universal precautions and proper safety procedures, as well as proper implementation of required screening programs;
Guides and maintains the most updated information related to health and wellness by facilitating nurse's staff meetings and offering opportunities for continuing education, professional development and mentoring for school nurses, other district staff and students;
Leads and collaborates in the mentoring of students and staff in developing lifelong health behaviors that ensure a high quality of life;
Coordinates immunization clinics, including Hepatitis B, influenza and others as needed;
Oversees compliance with immunization regulations, including the granting of religious exemptions;
Oversees District Concussion Management Program, including tracking concussive injuries and monitoring return to play protocol;
Monitors compliance and completion of health related documentation, including Medicaid billing and annual reports;
Collaborates with the public health and medical community to enhance the overall health and safety of the Ithaca School community;
Guides and collaborates with parents, guardians, caregivers and community groups to create broad-based input, understanding and support of the District's goals as they relate to health and wellness, and to ensure that District health services address the needs of the entire Ithaca City School District community;
Provides updated and current information regarding District health services to students, staff and community;
Supervises and supports day-to-day health and safety operations;
Oversees health services budget and resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of applicable federal, state and local laws, rules, regulations, procedures and policies related to school health services; thorough knowledge of District goals, objectives, policies and procedures related to school health services and wellness; thorough knowledge of current principles, practices and concepts of wellness; good knowledge of current medical principles and practices as they relate to school health services; good knowledge of program planning and evaluation; working knowledge of concussions, including symptoms, treatment protocols and prevention techniques; effective leadership skills; ability to plan and supervise the work of others; ability to develop and lead projects with multidisciplinary teams; ability to understand and interpret complex written material; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective and collaborative working relationships; ability to administer first aid, perform CPR and proficiently use an automated external defibrillator; ability to effectively use computerized office management tools, including data base, word processing and spreadsheet software; ability to interact effectively with students and their families who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation and other characteristics in order to build an effective and collaborative school community; willingness and ability to work long hours, including evenings, nights and weekends; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Master's Degree in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition or a closely related field with similar course curriculum and three (3) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health; or
- B. Possession of a Bachelor's Degree in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition or a closely related field with similar course curriculum and five (5) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health; or
- C. Possession of a Bachelor's Degree and successful completion of at least thirty-five (35) credit hours of graduate level coursework in Nursing, Physician Assistant Studies, Public Health, Health Education, Health Administration, Nutrition or a closely related field and seven (7) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health; or
- D. Possession of a Doctor of Medicine or Doctor of Osteopathic Medicine degree and two (2) years of full-time paid professional experience, or its part-time paid equivalent, in health care, community health or public health.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1. Candidates must obtain certification in cardiopulmonary resuscitation and automated external defibrillator use (CPR/AED) within one year of appointment and must maintain said certification for the duration of employment.
- 2. Candidates must obtain certification for Infection Control training as specified in Section 6505-b of New York State Education Law within one year of appointment and must maintain said certification for the duration of employment.