

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SCHOOL HEALTH CONSULTANT/SUPERVISOR

DEFINITION:

The School Health Consultant/Supervisor under the supervision of the Assistant Superintendent, SELPA, has responsibility for coordinating, formulating and/or implementing health services across the County. The Supervisor assists in the evaluation, improvement and protection of the health of pupils and school personnel in accordance with State law and County and SELPA policy and procedures.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Under the supervision of the Assistant Superintendent of Special Schools and Services, develops and directs the School Health Services Program. Provides leadership, supervision, consultation, coordination, in-service, program development and program evaluation services to principals, teachers and other staff in support of the County Health Program.
- Directs the County School Health Services Program: recruits, supervises, evaluates and provides in-service training for school health services staff.
- Serves as liaison between State and Local Health Agencies, health care providers and the County.
- Consults with SELPA staff on annual budget and coordinates the selection, purchase and distribution of health supplies to all County sites.
- Assumes responsibility for and directs mandated screening and follow-up procedures.
- Assists schools in following physician directions in administering medication.
- Makes home visits as needed.
- Cooperates in the effort of principals, special and regular education, pupil personnel staff, teachers and support site staff in regards to the identification, certification and placement of students in programs for special education.
- Identifies health problems through observations, inspections, interviews and analysis of records.
- Works with teachers and district personnel in preparation, evaluation and revision of Health Education Curriculum and the selection of instructional materials to be used in the County.
- Works with teachers and the student's private physician in preparation, evaluation and revision of Emergency Health Protocols for identified students.
- Schedules nursing services for the SELPA in consultation administrators.
- Conducts and chairs regular nursing staff meetings to articulate, coordinate and facilitate on-going health services.
- Assists in planning, prioritization and researching of staff development activities for School Health Consultants and/or other school staff.

- Serves as a resource person to site level health personnel to assist them in effectively improving health services to all students.
- Prepares reports and maintains records for a variety of health or related services as required by State law and SELPA policy.
- Serves as a liaison with community resources to facilitate collaboration. Will work with the School Attendance Review Board and attend Management Team Meetings.
- Serves on the county office safety committee to ensure a safe environment for students and staff.
- Conducts a program to control communicable diseases in the school and community.
- Coordinates planning for a comprehensive health education program for students K-12.
- Provides District Services as required.
- Performs other duties as assigned by the Assistant Superintendent of Special Schools and Services.
- Drives frequently for department business.

QUALIFICATIONS and REQUIREMENTS :

Valid California driver's license and evidence of insurance.

Knowledge of:

- Standard of Practice
- First Aid
- CPR
- Communicable Diseases
- Safety Practices

Ability to:

- Communicate health concerns to parents, school staff, administrators, and other health professionals; implement safety plans; organize school health screening/testing program; assess and diagnose health and accident incidents; work effectively with a wide variety of organizations and with people of all socioeconomic and cultural backgrounds; understand, implement, and give complex oral and written directions in English; maintain cooperative relationships with those contacted in the course of work; compose clear, complete, and concise correspondence and reports independently, using correct grammar, syntax, punctuation, and spelling; manage a positive, healthful school environment.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

Successful nursing experience in a hospital, doctor's office, or clinic or community health agency. Related experience in a school setting. Supervisory experience in either school or hospital environment.

EDUCATION:

Bachelor's Degree in Nursing or Health Services
Valid California Registered Nurse License
School Health Services Credential
School Audiometrist Credential
CPR/First Aid Instructor Certification

SUPERVISION:

Works under minimal supervision of the Assistant Superintendent of Special Schools and Services.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, talk and hear. The employee frequently is required to sit, stand and walk.

The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.