

**Job Title:** Director of Health Services

**Reports To:** Immediate Supervisor

**Prepared By:** The Division of Human Resources

**Board Approved Date:**

**Salary Range:** See Approved Salary Schedule

**Summary:** Under the direction of the Chief of Student Support, the Director of Health Services is responsible for the oversight of the school health programs in the East Baton Rouge Parish School System.

This includes:

- acting as a representative and liaison to the district's contracted school nursing program partner(s), and school-based health clinic partner(s)
- collaborating with public and private community partners/agencies in providing health services to district students

**Essential Duties and Responsibilities:**

- Coordinates with district personnel and contracted school health partners to develop programs and systems that will improve health services;
- Implements, trains, supervises and/or acts as a resource to school site staff regarding specialized health procedures to meet individual student needs;
- Audits health assessments/plans for students, including specialized care plans, and provides feedback to school nursing partners on a quarterly basis;
- Develop and implement workflows to guide school site leadership in managing student illnesses/health emergencies;
- Supervises and evaluates ESS School Nurses (in collaboration with the Director of ESS);
- Develops and revises policies regarding school health and nursing issues in conjunction with federal, state, district and local policies, rules, laws, regulations and legislation;
- Serves as school nurse representation on committees, local agency meetings and community meetings;
- Provides leadership for the professional growth of school nurses and district staff through regular monthly meetings and coordinated professional development opportunities;



- Collaborates with, and provides consultation and support to, the district's contracted school-based health programs, community health partners, and public health leaders;
- Serves as a resource and partner in providing district-wide comprehensive health programs, including academic planning, physical health and social emotional/mental health needs;
- Partners with local nursing programs to provide nursing students with community based clinical opportunities in our district's schools and school-based health clinics;
- Collects district-wide data regarding the health of students and submits reports to the Louisiana Department of Education and the Louisiana School Nurse Organization as requested;
- Coordinates quarterly audits of middle and high school AED equipment and annual CPR/1st Aid/AED training opportunities for school staff across the district;
- Creates timelines for compliance with annual vision & hearing screenings and the tracking/monitoring of immunization compliance at schools across the districts;
- Determines methods for school nursing documentation, including electronic student health records, for students;
- Reviews and updates all District health forms;
- Manages the Department of Health Services website and its content.

**Other Duties:**

Other duties as assigned that are related to the functions of the position.

**Essential Functions/Qualifications/Requirements:**

The Director of Health Services, in partnership with administrative leadership of the district's contracted/community school health partners, coordinates the implementation, evaluation and improvement of health services in the East Baton Rouge Parish School System.

In partnership with the Director of Exceptional Student Services (ESS), this position is also responsible for the oversight and evaluation of the district's certificated ESS school nurses.

**Education and Experience:**

The Director of Health Services must have a minimum of 2 years of experience as a registered nurse. The candidate must have held a professional position in a lead or



supervisory capacity. The Director of Health Services must hold a current registered nursing license, issued by the Louisiana State Board of Nursing. The candidate must also hold or be eligible for a Certification from the Louisiana Department of Education, as a qualified School Nurse.

### **Work Environment Conditions:**

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.

### **Professional Conduct:**

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

### **Technological Abilities:**

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.