

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8639
Pay Grade: C09

FLSA: Exempt
Administrative

DIRECTOR, NURSING AND MEDICAL SERVICES
<p>REPORTS TO: Executive Director, Student Services</p>
<p>SUPERVISES: Assistant Managers, Health Services Instructional Staff Support Staff</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university in nursing. Current licensure as a registered nurse by the Florida State Board of Nursing. Demonstrated organizational and communication skills. Five (5) years of pediatric or other related professional nursing experience, including three (3) years health administration/supervisory experience.</p> <p>PREFERRED: Master's degree from an accredited college or university in nursing, health education, public health or related field. National certification in school nursing.</p>
MAJOR FUNCTION
<p>The Director, Nursing and Medical Services is responsible for the administration of the health services program, personnel and functions. This responsibility includes goal setting, planning, organizing, coordinating, decision making, communicating and evaluating to promote an optimal level of wellness and improved learning processes for all students.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Advocates, facilitates and monitors the components of the comprehensive school health program to assure alignment with district goals. • Collaborates with schools and community partners in establishing and expanding school health and medical-related projects and concerns. • Develops and maintains partnerships with health-related community organizations. • Makes staffing model recommendations and establishes budget priorities. • Supervises health services personnel in their respective areas. • Plans, organizes and conducts school health services staff meetings. • Encourages health services personnel in responsibility, empowerment, involvement, and innovation related to department improvement activities. • Provides professional development opportunities for health services and other school personnel. • Evaluates health services personnel. • Represents school health services on cross-functional teams. • Facilitates the execution of contracts with the Department of Health Pinellas and other community organizations. • Serves as the district's liaison with all levels of the Department of Health Pinellas and other community organizations. • Participates in the development of the School Health Plan with the Department of Health Pinellas. • Communicates budget parameters and legislative mandates related to the development of staffing and health service delivery models. • Solicits and responds to customer input from staff, schools, parents and community. • Monitors customer satisfaction results. • Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses and community.

DIRECTOR, NURSING AND MEDICAL SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)

- Assists students and their families in the resolution of physical, emotional, developmental and educationally related health needs through school and community resources and referrals.
- Interprets Florida Statute, the Florida Administrative Code and Pinellas County School Board policies and procedures relating to school health services and monitors district compliance.
- Monitors and communicates trends, benchmark and comparison data in the areas of comprehensive school health.
- Assists school and health department personnel in analyzing health data for continuous improvement in student achievement.
- Interprets and monitors Florida statute and health-related school board policy to principals, other school personnel and parents.
- Designs and develops health care resources for district personnel.
- Manages department data collection and reporting functions; uses data in decision making.
- Oversees annual budgets from various funding sources to support school health services programs.
- Serves on community boards and as a representative to community and state agencies as requested or directed by job responsibilities.
- Works collaboratively with the Department of Health Pinellas in all areas of the comprehensive school health program.
- Oversees teams that are created in response to pandemic situations.
- Serves on the district's medical advisory team.
- Advises executive leadership on medical-related decisions for students and staff.
- Advises the district on health-related issues to inform policy.
- Assesses community health issues impact on schools and develops processes and procedures to address the impact.
- Serves as district lead working with Department of Health Epidemiology during disease outbreaks and pandemics.
- Assesses student health issues.
- Obtains, updates and reviews medical histories.
- Collaborates with medical doctors or family physicians to clarify medical orders and address school-related concerns.
- Serves as a liaison between students, families and schools to review student history, determine needs and ensure proper student placement.
- Coordinates student transportation to and from school for medically fragile students.
- Provides administrative support to school-based nurses and assists with school placement of personnel based on need.
- Serves as a resource for staff for medical and/or health issues.
- Performs other related duties as assigned.

DIRECTOR, NURSING AND MEDICAL SERVICES

TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 6/88 PBL; BOARD APPROVED: 6/22/88; REVISED 1/92 PBL; BOARD APPROVED: 5/13/92; REVISED 1/99 PBL; BOARD APPROVED: 6/15/99; REVISED FORMAT; SALARY SCHEDULE; TITLE, QUALS, PREFERRED, MF, ADA, 8/12 LMCK; BOARD APPROVED: 9/25/12; REVISED: JOB TITLE, PG, MQ, MF, ER, 02/17/21 LM; BOARD APPROVED: 03/23/21</p>

DIRECTOR, NURSING AND MEDICAL SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Director, Nursing and Medical Services -- Administration