

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Health Services	REPORTS TO:	Superintendent
DEPARTMENT:	Health Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	February 16, 2022	SALARY:	E-29/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of the Health Services Department assigned functions and activities; plan, organize, direct and oversee the overall functioning and management of the assigned department(s) of the District which may include budgeting, planning, staffing resource allocation, and customer services and support to ensure effectiveness of a comprehensive school health program; collaborate with other departments and offices to effectively carry out the business functions of the assigned department; provide timely support and assistance to district leaders, site leaders, and other staff as needed to meet District goals; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback in support of professional learning to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Direct and coordinate the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and computer operations. *E*

Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine appropriate action for improvement; advise department director on findings and methods of effective solution; prepare written reports and make presentations to various groups and officials. *E*

Assist in establishing and implementing organizational policies and procedures for department operations to provide timely delivery of high-quality services; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate. *E*

Review, develop and communicate health policies to others to ensure comprehension of services and programs provided to students and staff. *E*

Coordinate, plan, implement, and evaluate the District school nursing programs and provide recommendation for improvement to provide high quality services to students; provide services

and training to nurses, aides and other employee groups to assist students to achieve their personal best; arrange for substitutes as needed. *E*

Develop and prepare the annual budget for the health department; analyze and review budgetary and financial data to ensure data accuracy; explain needs and provide justification for items; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Collaborate with public and private agencies in providing health services to students; oversee and supervise the District Child Health and Disability Prevention (CHDP) program and the billing of outside agencies for services provided to students in accordance to established guidelines. *E*

Serve on a variety of committees and attend various District and community meetings regarding health issues; responsible for community health to provide high quality health services to the District's most underserved communities. *E*

Order and maintain inventory to ensure proper allocation of resources; assign equipment and supplies. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to accomplished stated goals. *E*

Develop, plan and implement strategic long and short-term plans and activities; perform program analysis, compile information and make decisions regarding the needs, objectives and programs of assigned area(s). *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; compile and submit reports to State agencies and the Board as appropriate. *E*

Communicate and collaborate with other administrators, District personnel and private or public contractors to coordinate health activities and programs to assist students with physical health, mental health and social service needs; resolve issues and conflicts and exchange information. *E*

Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions. *E*

Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation if appropriate. *E*

Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives in assigned areas of responsibility. *E*

Supervise, provide clear work direction and evaluate the performance of assigned staff;

provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend performance improvement plan, transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff. **E**

Provide technical administrative support to departmental management, committees, or other personnel as assigned. **E**

Make presentations to the Board regarding plans, projects, needs and other information to ensure appropriate communication. **E**

Meet with departments, agencies, committees, community groups and public officials to coordinate and implement various projects and programs. **E**

Perform related duties as assigned.

EDUCATION AND EXPERIENCE: Required prior to employment.

Any combination equivalent to: bachelor's degree in health, nursing or related field and three years directly related, progressively responsible management experience and at least five years school nursing experience; advanced or Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; valid California Registered Nurse License designated Services Credential with specialization in Health and Administrative Services Credential preferred; current Cardiopulmonary Resuscitation (CPR)/First Aid/AED (Automated External Defibrillator) certification issued by an approved program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Health Services of the District.

Fundamental principles and best practices of Health Services for effective operation of programs.

Applicable laws, codes, regulations, policies and procedures including Health and Safety, and Education codes.

Understanding and use of standard school nurse equipment.

Budget preparation and control, including Medi-Cal billing.

Analytical and problem-solving techniques.

Emergency/disaster practices.

Interpersonal skills using tact, patience and courtesy.

Executive Director, Health Services – Continued

Oral and written communication skills.

Principles and practices of management.

Computer hardware systems, software applications, and languages utilized by the District.

Operation of a computer to enter data, maintain records and generate reports.

Labor Relations law and employee contracts.
Accurate record-keeping techniques.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer the health services of the District.
Communicate health issues effectively both orally and in writing.
Work collaboratively and build positive relationships with a diverse group of stakeholders.
Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
Communicate, understand and both oral and written directions.
Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
Maintain current knowledge of trends in the assigned field.
Analyze situations accurately and adopt an effective course of action.
Plan, prioritize and organize work to meet schedules and timelines.
Work independently and effectively with minimal direction.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor health services and assure compliance; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E = Essential Functions