

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	Director, Health Education Services
CONTRACT YEAR:	Twelve Months
SALARY BAND:	€ <u>D</u>
BARGAINING UNIT:	ESMAB

PREFERRED QUALIFICATIONS

EDUCATION: An earned master’s degree in health or human services from an accredited institution. Licensure as a State of Florida Advance Registered Nurse Practitioner.

EXPERIENCE: ~~Combined~~—Minimum of ~~five (5)~~ eight (8) years of experience and/or training in the field related to the title of the position to include ~~three (3)~~ years of teaching experience in the health area and a minimum of ~~two (2)~~ years of leadership in the health area; within the last twelve (12) years, of progressively more responsible experience in nursing or clinical leadership in the healthcare field in a school-based and /or district office administrative position.

Special Qualifications— ~~Eligible for or hold Florida teacher certification a requirement. Health background preferred. Bilingual skills preferred. Computer skills as required for the position.~~

OR

MINIMUM QUALIFICATIONS

EDUCATION: ~~An earned bachelor’s degree from an accredited institution.~~

EXPERIENCE: ~~Combined minimum of eight (8) years of experience and/or training in the field related to the title of the position to include four (4) years of experience in the health area and four (4) years of leadership in the health area.~~

ADDITIONAL QUALIFICATIONS

REQUIRED: Demonstrated experience in program development, prevention and intervention models in health services delivery, and health promotion and wellness. Supervision and leadership experience; experience in budget management and grant writing. Eligible for or hold Florida teacher certification a requirement. Computer skills as required for the position.

PREFERRED: ~~Health background preferred.~~ Bilingual skills.

REPORTS TO: Executive Director, Student Support Initiatives or designee

SUPERVISES: ~~All employees~~ Staff as assigned

POSITION GOAL: The Director, Health Education provides leadership and direction for the District School Health Programs, health education, and prevention and wellness initiatives for students. Ensures compliance in accordance with State regulatory guidelines for the delivery and implementation of health programs and District initiatives in support of the District’s Strategic Plan. To assist the Executive Director, Student Support Initiatives in Provide resources with the improvement planning and evaluation of health instruction for grades K-12. through planning, developing, coordinating, evaluating, and monitoring the Health Education curriculum. To coordinate and implement the Health Education and Health Services Program.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Health Education Services shall:

1. ~~develop policies and procedures related to health education programs.~~
2. ~~coordinate results driven staff development for health education and health services programs for teachers, administrators and non instructional personnel.~~
3. ~~serve as a member of the comprehensive school health advisory committee.~~
4. ~~analyze the impact of state and national legislation and provide input for the purpose of influencing decisions at those levels.~~
5. ~~collaborate with other departments within the Division of Educational Programs, Student Support and HRD and other departments as appropriate to ensure an integrated approach to curriculum and services.~~
6. ~~provide direction for the development of evaluation procedures and instruments for determining student progress, teaching effectiveness, and appropriateness of methodology and learning aids.~~
7. ~~coordinate the development of cooperative practicum programs (student teaching) with colleges and universities in health education and health services.~~
8. ~~develop and implement a K-12 sequential health education program, including~~

- ~~written curriculum guides, courses of study and appropriate goals and objectives.~~
- ~~9. develop criteria and review health education learning aids for appropriateness and use within the total health education program.~~
 - ~~10. work collaboratively with community health and human services agencies to develop a personalized, culturally sensitive, integrated system of support for students and families.~~
 - ~~11. conduct periodic evaluation programs, which encompass research projects, surveys, reports, and cooperative studies that will provide data basic for periodic or continuous appraisal of the total health education and health services programs.~~
 - ~~12. coordinate the development of revenue streams such as Medicaid, grants and private public partnerships to enhance staff development programs, curriculum development and innovative projects, workshops, and seminars for health education and health services.~~
 - ~~13. coordinate and supervise the delivery of services by audiologists, health technicians, and the clinical nursing supervisor to ensure compliance with federal and state mandates and effective utilization of resources.~~
 1. implement and provide oversight of the Comprehensive District School Health program and health and wellness services in accordance with state regulatory guidelines.
 2. develop and monitor health policies and procedures, which ensure compliance with federal and state mandates and School Board policies, including adherence and fulfillment of procedural safeguards for students and staff.
 3. coordinate communicable disease and infection control management in all schools and departments.
 4. develop the annual State mandated School Health Services Plan for the District accountability and quality control of all school health services.
 5. monitor compliance for State mandates; immunizations, health screenings, emergency preparedness, school physicals, medication administration, health clinic, nursing plans, emergency action plans, 9-1-1.
 6. coordinate services for ESE, 504 eligible students, students with chronic health conditions, sites with ESE medically fragile complex students, teen parent sites, ESE clusters, Pre-K and Full service schools.
 7. coordinate the District American Heart Association Training Center, which provides CPR/AED/First Aid training for students, staff and community.
 8. provide consultations to principals and other departments regarding the management of student's health issues and staff health inquiries, with disease prevention and safety measures.
 9. coordinate and supervise the delivery of services by nurses, health support technicians, health screeners, trained paraprofessionals, contracted nursing staff and the clinical nursing supervisor to ensure compliance with federal and state mandates and effective utilization of resources.
 10. analyze the impact of state and national legislation and provide input for the purpose of influencing decisions at those levels.
 11. provide resource with the planning of K-12 health education program;

- including written curriculum guides, courses of study and appropriate goals and objectives. Review health education learning aids materials and programs for appropriateness and use within the total health education program.
12. coordinate emergency and disaster preparedness actions with local officials and the Broward County Health Department.
 13. build capacity by collaborating with community providers, for the management of student's health needs, the availability of health services, to provide preventive health education and health promotion for students and families.
 14. coordinate nursing care for students, health assessment, case management, and trainings for staff.
 15. ensure program quality and organizational stability through development and implementation of standards, controls, systems, procedures and evaluations.
 16. develop and oversee contracts, agreements, grants and partnerships.
 17. ascertain cost containment and determine budgetary needs while maintaining quality delivery of health services.
 18. monitor performance standards, audits, clinical practice and compliance with state and federal regulations.
 19. determine the health needs, allocate resources, and resolve problems as related to the delivery and coordination of the health and safety of students and staff.
 20. ensure performance metric goals are being achieved as outlined in the State School Health Services Plan and District's Policies and Procedures and Strategic Plan.
 21. collect and synthesize diverse information, legislation, data, clinical research and best practices, utilizing clinical knowledge.
 22. resolve system problems that affect health services operations, maintain open communication; interface with health support to all departments, staff, parents, contracted personnel and partners.
 23. monitor compliance with relevant laws and regulations, including HIPPA, state and federal and clinical nurse practice.
 24. provide resources and collaboration with community providers, for the management of student's health needs, the availability of health services, to provide preventive health education and health promotion.
 25. conduct periodic evaluation programs, research projects, surveys, reports, and cooperative studies that will provide data basic for periodic or continuous appraisal of the health education and health services programs.
 26. coordinate the development of revenue streams such as grants and private-public partnerships to enhance the delivery of health education and health services.
 - ~~14.~~ 27. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
 - ~~15.~~ 28. participate, successfully, in the training programs offered to enhance the individual's skills and proficiency related to the assignments job responsibilities.
 - ~~16.~~ 29. review current developments, literature and technical sources of information related to job responsibilities.
 - ~~17.~~ 30. ensure adherence to good safety procedures.
 - ~~19.~~ 31. follow federal and state laws, as well as School Board policies.
 - ~~18.~~ 32. perform other duties as assigned by the Executive Director, Student Support

Initiatives or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with the Executive Director of Student Support Initiatives, District management at all levels, Office of General Counsel, Florida Department of private schools, Children Services Council, Health Care Entities, local universities, physicians, students and families. Collaborate, support and implement District Strategic goals, SSI Initiatives and State of Florida quality compliance requirements of School Health Services.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

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 those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 4/20/78

ER80-12 Approved: 10/2/80

Reclassified: 6/17/82

Revised: 3/21/85 &

Adopted: 4/15/85

Item G-7: 11/6/86

Title Change: 5/19/92

Realignment: 4/12/94 &

4/11/95

Revised: 4/21/98

Adopted: 5/19/98

Revised (Approved as Amended): 8/3/99

Adopted: 8/17/99

Reorganization Chart: 5/9/2000

Board Adopted: 12/16/03

Reporting Change: 10/01/12

2012-2013 Organizational Chart

Position Factor Listing

Director, Health Education Services

Point Range: 1045-1214

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

<u>Education</u>	<u>Experience Range - Years</u>		
	<u>Up to 3</u>	<u>4-7</u>	<u>8+</u>
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

<u>Required skill level</u>	<u>*Organization Contact Level</u>			
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

- | | |
|---|---|
| 1 - Immediate workgroup | 2 - Outside of immediate workgroup |
| 3 - Assistant/ Associate/Deputy Superintendents | 4 - Superintendent, School Board; critical external parties |

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Director, Health Education Services

Point Range: 1045-1214

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
D3	C4	D	D	D