

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8638
Pay Grade: E07

FLSA: Exempt
PTS

MANAGING OFFICER, SCHOOL HEALTH SERVICES
REPORTS TO: Executive Director, Student Services
SUPERVISES: Assistant Manager, Health Services Support staff
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. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.
PREFERRED: Master's degree from an accredited college or university in nursing, health education, public health or related field. National certification in school nursing.
MAJOR FUNCTION
The Managing Officer, School Health 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.
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• Develops, promotes, evaluates and communicates on a regular basis progress toward department goals• Collaborates with schools and community partners in establishing and expanding school health projects• 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• Represents school health services on cross-functional teams• Chairs the School Health Advisory Committee• Facilitates the execution of contracts with the Pinellas County Health Department and other community organizations• Serves as the district's liaison with all levels of the Pinellas County Health Department and other community organizations• Serves as the district's liaison with all levels of the Pinellas County Health Department• Plans, organizes and conducts school health services staff meetings• Participates in the development of the School Health Plan with the Pinellas County Health Department

MANAGING OFFICER, SCHOOL HEALTH SERVICES

ESSENTIAL RESPONSIBILITIES (Continued)

- Coordinates goal setting and planning processes within the department based on district vision and strategic direction
- 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 satisfactions results
- Develops and monitors program processes and services based on needs of students, teachers, administrators, families, businesses, and community
- 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
- Maintains an information system that supports the facilitation and monitoring of department goals and initiatives
- 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
- Uses student health data to maximize resources available to schools
- Facilitates leadership development of health services personnel
- Encourages health services personnel in responsibility, empowerment, involvement, and innovation related to department improvement activities
- Acknowledges contributions of health services personnel to department goals and/or the district's strategic directions
- Provides professional development opportunities for health services and other school personnel
- Evaluates health services personnel
- Maintains a personal/professional development plan and engages in professional development activities
- Interprets and monitors Florida statute and health related school board policy to principals, and 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
- Provides for evaluation and modification of the health services program through advisory committees and other groups
- 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 Pinellas County Health Department in all areas of the comprehensive school health program
- Advocates, facilitates and monitors health services accountability for highest student achievement
- Advocates, facilitates and monitors the development, deployment and results of school health related improvement initiatives
- Advocates, facilitates, and contributes to health services accountability for results aligned to the district's strategic directions
- Performs other related duties as required

MANAGING OFFICER, SCHOOL HEALTH SERVICES

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 established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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.

HISTORY OF JOB CLASSIFICATION

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

MANAGING OFFICER, SCHOOL HEALTH 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				

Managing Officer, School Health Services – PTS