

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6032
Pay Grade: E04

FLSA: -Exempt
PTS

ASSISTANT MANAGER, HEALTH SERVICES
REPORTS TO: Managing Officer, Health Services
SUPERVISES: Support staff
QUALIFICATIONS: Current licensure as a professional 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 to include experience in a coordinating or supervisory capacity. Must be current in or complete CPR training within the first month of employment.
PREFERRED: Bachelor's degree with a major in nursing. National certification in school nursing.
MAJOR FUNCTION
The Assistant Manager, Health Services is responsible for assisting in the planning, intervention, assessment, evaluation, supervision and management of the school health program. Responsibilities include promoting an optimal level of wellness for students to facilitate the learning process.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Supervises health services personnel in their respective areas• Monitors other school personnel performing health-related duties• Assists principals in the establishment and supervision of school health clinics• Advocates, facilitates and monitors the components of the school health program• Serves as liaison between health care providers, community organizations, parents, student and school personnel regarding health related issues• Maintains partnerships with health related community organizations• Assists in making staffing model recommendations and establishing budget priorities• Represents school health services on cross-functional teams• Assists in planning, organizing and conducting school health services staff meetings• Evaluates and makes suggestions for placement decisions for medically complex and at risk students• Collaborates and serves as team member with other professionals in assessing, planning, implementing and evaluating programs and other school health activities• Assists in the development and communication of department goals• Develops and monitors evaluation system for student achievement of health goals• Allocates personnel and resources consistent with the school health plan• Builds, maintains and improves student, parent and medical and community agency partnerships• Assists students and their families in the resolution of physical, emotional, developmental and educationally related health needs through direct services and utilization of appropriate community resources and referrals• Develops individualized health care plans and collaborates with other school personnel in development of Individual Education Plans (IEP) and 504 plans

ESSENTIAL RESPONSIBILITIES (Continued)

- Responds to customer input from staff, schools, parents and community
- Maintains and monitors an information system that supports the school health program
- Provides school and health services administration with timely access to information relevant to the school health program and/or individual students
- Analyzes and uses relevant data for decision making to review or improve the health of students
- Assists school personnel in analyzing health data for continuous improvement in student achievement
- Uses health data to maximize resources available to students
- Coordinates and provides staff development for health services personnel
- Coordinates and provides training for school based personnel in the administration of medication, selected nursing procedures and other health related areas
- Monitors and promotes safety measures and programs in the schools to ensure a safe environment
- Monitors and assists schools in implementing an emergency school plan
- Trains staff and monitors for use of universal blood and body fluid precautions throughout the program
- Functions as a health consultant/resource person to health services and other school personnel, clinic volunteers and parents
- Coordinates experiences for students interested in health care professions
- Promotes and monitors leadership development of health services personnel
- Recognizes contributions of health services personnel to department goals
- Evaluates health services personnel
- Maintains a personal/professional development plan and engages in professional development activities
- Uses the nursing process, which includes assessment, planning, implementation, and evaluation in providing case management of students
- Assesses the home environment of students through home visits and provides health teaching, guidance and follow-up activities to ensure continuity of care
- Coordinates with students, parents, healthcare providers and school personnel to interpret and provide health services for students
- Secures and arranges for utilization of appropriate resources
- Provides nursing services to students in a variety of school and school related settings which may include but not be limited to, the clinic, classroom, bus and field trips
- Provides direct health care to students and staff utilizing the nursing process in accordance with district policies and procedures
- Assesses alignment of school health services to school improvement plans and customer and state requirements
- Communicates and assures compliance with Florida statute and health related school board policy to principals, school personnel, and parents
- Assists with the design and development of health care resources for district personnel
- Works collaboratively with the Pinellas County Health Department
- Monitors and reports current trends in health status of students; identification and resolution of health care problems; and student immunization status
- Performs other related work as required

ASSISTANT MANAGER, 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: 5/89 MW; BOARD APPROVED: 8/23/89; MQ'S REVISED: 3/92 PBL; BOARD APPROVED: 4/8/92; MF, D&R, MQ's REVISED: 1/01 AK, BOARD APPROVED: 2/27/01; REVISED FORMAT, TITLE, PAY SCHEDULE, MF, ER, ADA, 10/12 LM, BOARD APPROVED: 10/23/12

ASSISTANT MANAGER, 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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Assistant Manager, Health Services – PTS