

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR – HEALTH SERVICES

BASIC FUNCTION:

Under the direction of the Executive Director, Child and Family Success, plan, develop, lead and oversee the operation, and activities of the Health Services Department and related programs; represent the Office of the Fresno County Superintendent of Schools (FCSS) as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, Superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as a participant in and direct the implementation of the comprehensive health instruction curriculum for students, as assigned.
- Assess and evaluate the health and developmental status of pupils.
- Assist in the development and preparation of the annual preliminary budget for Health Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, apply and monitor funding information; collaborate with the finance department to understand program financing regulations and requirements.
- Collaborate with a variety of outside organizations including and not limited to, Fresno County Department of Public Health, California Department of Education, California Department of Health Care Services, the LEA Medi-Cal Billing Option Program Ad Hoc Workgroup, Fresno/Madera Childhood Immunization Coalition, Pediatric Death Review, and other community and educational agencies as required.
- Communicate with administrators, personnel, school district personnel, health service providers, outside agencies and others to request data, enhance program operations, coordinate activities, exchange information and resolve issues and/or concerns and refer health problems to proper agencies.
- Conduct immunization programs pursuant to California Education Code § 49403, of the California Code of Regulations and the Vaccines for Children program
- Consult with, conduct in-service training for, and serve as a resource person to health services department staff, county office and district teachers and administrators.
- Counsel and assist pupils and parents in health-related and school adjustment services.
- Design and implement individual student health maintenance plans, incorporating plans directed by a physician.
- Develop and implement health education curriculum.
- Direct, develop, implement and evaluate program function(s) for effectiveness and operational efficiency including, but not limited to, organizational studies
- Interpret medical and nursing findings appropriate to the student's individualized education program (IEP) and make recommendations to professional personnel directly involved.
- Interpret the health and developmental assessment to parents, teachers, administrators, and other professionals directly concerned with the student.
- Maintain communication with parents and all involved community practitioners and agencies to promote needed treatment and secure reports of findings pertinent to educational planning.

- Manage and participate in the development and implementation of goals, objectives, policies and priorities of assigned program; oversee the implementation of assigned programs; recommend within department policy, appropriate services; recommend and administer policies and procedures related to assigned activities and program.
- Manage the preparation and maintenance of personnel and activity-related narrative and statistical reports, records, and files; oversee Medi-Cal and Medicaid Administrative billing; ensure compliance by reviewing MAA time surveys; participate in annual Medi-Cal collaborative meetings; coordinate Medi-Cal reimbursement claims; participate in Medi-Cal related audits and prepare all necessary year-end and ad-hoc documentation.
- Organize, implement and facilitate countywide nursing and health services training; long and short-term programs and activities designed to develop student health programs and services; coordinate and collaborate with district administration and personnel in the implementation of routine screening programs such as vision, scoliosis, hearing and dental; of blood drives, CPR training, First Aid and Automatic External Defibrillator (AED) training, flu vaccination clinics, and other programs and/or events.
- Oversee and direct resources and communications for optimum program operation; assist in coordinating evaluations of health services as required by the FCSS.
- Oversee and direct the coordination of staff development activities for schools and districts; collaborate with superintendents, administrators, principals and others to identify areas of improvement and to develop procedures and curriculum for enhancements.
- Oversee and direct the Health Services Department and school nursing services contract(s) and consolidated school health programs including but not limited to funding and budget activities; direct and authorize approved expenditures.
- Plan and conduct seminars and in-services to communicate information, train personnel and increase general awareness of health-related issues; participate in training health personnel as required; identify program and department needs and implement training accordingly; recognize child health issues and concerns and coordinate community service programs to reduce potential problems.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities and programs in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal agencies to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within Health Services; manage and direct overall program activities including staff supervision, meetings, events and other related activities; monitor activities for compliance with established federal and state laws and regulations, Education Code, policies and procedures.
- Provide guidance to health programs and departments; coordinate operational services for all nurses and other health service providers as required; supervise compliance with immunization requirements for students; coordinate and maintain health supplies, forms and informational documentation for schools, health departments, students and personnel; coordinate medical and psychiatric consulting services to special schools as needed.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating programs within Health Services; collaborate with school site principals, administrators, and health service providers to support the individual school program and initiatives and whole district efforts.
- Provide technical expertise, information and assistance to the Executive Director, Child and Family Success, Deputy Superintendent, County Superintendent and other administrators regarding assigned functions; assist in the formulation and development of policies, procedures, guidelines and programs.

- Refer the student and parent or guardian to appropriate community resources for necessary services.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding the Health Services Department and programs.
- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office and the Health Services Department by consistently maintaining cooperative and effective working relationships with others.
- Select and train, communicate clear expectations with, and evaluate health services classified and certificated staff; recommend transfer, reassignment, termination and/or disciplinary action.
- Serve on a variety of committees which may include, but not limited to, the Evaluation and Planning Committee and Nurses Association to share information and maintain awareness of health program changes.
- Supervise compliance with immunization requirements for the students and staff and administer routine tuberculosis risk assessments and skin tests (if indicated).
- Teach health-related subjects under the supervision of a classroom teacher.
- Work cooperatively with state and local agencies and health service providers to implement projects and/or programs related to school health; update, disseminate and interpret health information to appropriate personnel regarding legislative decisions affecting health programs.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correctly identify deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in California public and/or charter schools, and/or research connected with the evaluation or efficiency of the instructional program; ensure effective communication and operation of the programs; assist in the formulation and development of policies and procedures.
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select and provide in-service training of PPS staff, teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.

- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation and control.
- County Office organization, operations, policies and objectives.
- Medi-Cal funding streams, including but not limited to: LEA Billing Option Program, School-Based Medi-Cal Administrative Activities, and California and Youth Behavioral health Initiative.
- Medical procedures associated with special health care needs.
- Modern medical terminology, equipment and techniques.
- Planning, organization, control and direction of operations and activities of the Health Services Program.
- Practices and procedures involved in the administration of health programs including nursing, occupational and physical therapy functions.
- Principles and practices of administration, supervision and training.
- Problems and concerns of students with special needs.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Collaborate with program administration, staff, outside agencies and school districts in the monitoring and development of health programs.
- Direct the coordination of consolidated school health programs.
- Direct the maintenance of a variety of reports, records and files related to health services.
- Facilitate effective program activities by coordinating communication channels and allocating necessary resources.
- Optimize operations, personnel, and resources to enhance healthcare and administrative knowledge.
- Plan and organize work.
- Plan and conduct seminars and in-services.
- Plan, organize, control and direct the operations and activities of the Health Services Program.
- Prepare comprehensive narrative and statistical reports.

- Provide technical expertise, information and assistance to administrators regarding assigned functions.
- Recognize child health issues and concerns and coordinate community service programs to reduce potential problems.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in nursing, health services, or related field.
- Master's degree preferred.

EXPERIENCE:

- Five (5) years as a school nurse with increasingly responsible experience managing student health programs.
- Experience working with categorical programs; managing student health programs; presenting workshop/training and staff development is preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid School Nurse Services Credential.
- Valid California Administrative Services Credential.
- Valid California Registered Nurse License.
- California Public Health Nurse License preferred.
- California School Audiometrist License preferred.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Abusive and potentially harmful outbursts from students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and other bodily fluid(s).

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 07/01/2025