

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
San Jose, California

**Title:** **Manager, Health/Family Support Programs**

**Reports to:** Director, Student Services

**Supervises:** School Nurses, Health Aide/Clerks, Student Data Technicians, Family Support Center Site Coordinator and clerical staff, Contracted Services.

**Job Goal:** To provide leadership and management in administering, monitoring, coordinating and evaluating a comprehensive District health services program.

**Performance Responsibilities:**

1. Provide leadership and coordination for all health programs and services in the District.
2. Keep informed of all Federal, State and local legislation pertaining to school health. Provide legal interpretation of District, State and Federal regulations to school sites. Provide legal updates to affected personnel. Interpret, maintain and monitor compliance with Board policies, administrative rules and regulations and State and Federal mandates on matters of health services.
3. Develop procedures to ensure adherence to State and Federal laws and regulations including mandated health screenings, pupil immunization requirements and care and treatment of students with special health needs. Disseminate health information to appropriate central office and site personnel.
4. Develop and implement Board policies for Health Services.
5. Develop, implement and monitor the provision of Specialized Physical Health Care Procedures within approved nursing protocols and in accordance with licensure requirements.
6. Develop, implement and evaluate health programs and related services. Make presentations to the Board of Education regarding health programs, as requested.
7. Work cooperatively with other districts, county offices of education and health and community agencies in providing for the health needs of students. Provide liaison with community services, health, welfare and legal agencies.
8. Develop and implement interagency agreements and contracts with public and nonpublic agencies providing health services to students.
9. Select, assign, supervise and evaluate certificated and classified Health Services personnel.
10. Manage the Child Health & Disability Prevention Program, ensuring compliance and the provision of reimbursable physical assessments to eligible students.
11. Manage special education referral case work process and utilization of nursing care plans for students with special health needs.
12. Manage and monitor the health component of the court-ordered Drop Out Prevention Program.
13. Manage data systems in areas of health, immunization and emergency information. Manage evaluation and compilation of County, State and Federal reports.
14. Consult with site personnel, students and parents regarding health issues.
15. Support employee health and wellness through staff development regarding

**Performance Responsibilities (continued):**

- Universal Precautions mandate, compliance with OSHA guidelines and provision of employee immunization clinics for T.B. testing, Hepatitis B and Flu vaccine.
16. Manage student enrollment compliance with health, immunization and T.B. testing requirements through provision of immunization clinics and inservice to Enrollment Center staff.
  17. Plan, develop and control budgets for Health Services programs.
  18. Manage the development and implementation of grants and specially funded projects related to health Services and Family Support, i.e. Healthy Start, Family Support Centers, Homeless Assistance.
  19. Manage implementation of the LEA MediCal Billing Option and MediCal Administrative Claiming process (M.A.C.). Facilitate the activities and structure of the Advisory Board in decision-making regarding utilization of reimbursements.
  20. Represent the District interagency collaboration for school-linked services to ensure integration of services. Serve on School Health Center Advisory Board.
  21. Supervise contracted health services.
  22. Manage purchase and maintenance of equipment and distribution of health supplies to schools.
  23. Coordinate the health program with other District programs, i.e. Special Education, Preschool, Student Assignment, Counseling and Guidance, Human Resources, Chapter 1, Educational Options, Home and Hospital Instruction, Staff Development, Transportation, Elementary, Secondary.
  24. Participate as the health/medical resource representative on District advisory committees.
  25. Provide inservice experience for all Health Services personnel. Support inservice programs for all District employees relative to health needs of students and staff.
  26. Determine health programs and services necessary to meet the needs of students and employees in our District.
  27. Arrange for and consult with medical consultant as needed.
  28. Prepare reports as directed by the Directors of Student Services and Special Education.
  29. Participate as an active member of the Department of Student Services team to assess, plan and implement the District's educational goals and objectives.
  30. Other responsibilities:
    - a. Perform other duties as requested.
    - b. Attend Board and District meetings as appropriate.

**Qualifications:**

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Health and Development Credential, Designated Services Subjects (School Nurse), or Ryan Services (Health).
4. Minimum of three years of direct school nursing experience.
5. Ability to research information and synthesize for program development.
6. Demonstrated leadership skills and organizational skills.

**Qualifications (continued):**

7. Demonstrated written and oral communication skills.
8. Ability to relate well to students, staff and parents.
9. Physical and emotional stamina.

**Terms of Employment:**

Salary Placement:	Range 23 (\$88,990.54 - \$108,168.55)
Work Year:	221 days

**Evaluation:**

Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.

Board date: 3/8/07

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2/12/07