



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Health Services Manager	<b>Department:</b> Health Services
<b>Immediate Supervisor's Position Title:</b> Director of Special Education	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Director of Special Education, the Health Services Manager is responsible for overseeing, planning, delegating, supervising, evaluating and implementing the programs, services, operations and staff of health services providing skilled nursing services, nursing treatments, health assessments, evaluations, and program implementations. Duties of the job involve developing and implementing district-wide health services, policies and procedures, supervising licensed school nursing and health services staff, planning and implementing programs to address health related barriers to learning, and promoting the wellness of students and staff.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, develops, modifies and implements district health programs and services to eliminate or minimize health risks and problems of students that may interfere with learning.
  - a) Oversees and implements systems and procedures for delivering health services and emergency care to students and staff throughout the district.
  - b) Plans and coordinates the district's wellness program.
  - c) Communicates and informs parents, administrators, and faculty concerning health information, issues or concerns. Prepares health releases, if needed.
  - d) Coordinates and oversees health screenings.
  - e) Develops individualized health plans (IHP's) for students with special health needs and issues.
  - f) Develops, evaluates, recommends and implements school health related policies, procedures and work standards.
  - g) Monitors compliance of health programs with federal and state laws including recommendations and guidelines from the Minnesota Department of Education, Minnesota Department of Health, and Minnesota Department of Human Services.
  - h) Develops and maintains the district's emergency response and crisis management plans.
- Supervises health services staff located in various buildings/sites across the district.
  - a) Recruits, screens, interviews, and recommends the hiring of health services staff including licensed school nurses.
  - b) Delegates, monitors, and evaluates the performance of health services staff.
  - c) Makes arrangements for substitutes, as needed.
  - d) Provides for staff development and training of health services personnel including competency training for office support staff who provide substitute health services when a health associate/LSN is unable to tend to student health concerns.
- Plans for, recommends and maintains the health services and employee wellness budget. Coordinates the purchase of supplies and equipment needed for health services.
- Provides a nursing diagnosis, assessment, evaluation and treatment to student and staff's health problems or concerns.
  - a) Conducts professional and skilled nursing services within school district.

- b) Provides first aid and emergency care in accordance with school policy, procedures, health mandates and requirements.
- c) Administers medications or specialized health care treatments to students as directed by physicians and as authorized by parents.
- Serves as a consultant to administration on health issues, health needs and the health status of students. Collaborates and works closely with other educational professionals, health professionals, agencies and organizations to identify health needs of students and to facilitate school, community planning or health interventions. Serves as the district's representative to concerning health issues, programs and services. Serves on child study teams, assists in the development of IEP plans, provides assessment assistance, and serves on various district committees related to health and safety issues. Teaches students and staff about various health-related issues such as blood-borne pathogens.
- Oversees and coordinates the preparation, recording and maintenance of health records, statistical records and reporting requirements.
- Works with the student support services department to develop, enhance, implement and evaluate the district's special education third-party billing program.
  - a) Assesses student health needs to develop Individual Health Plans/Care Plans and evaluates regularly.
  - b) Monitors, delegates and trains identified educational assistants to perform as patient care assistants when required by Individual Health Plans/Care Plans.
  - c) Provides support and assistance to the special services' staff regarding claims submission as required for the third-party billing process.
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
  - b) Attends training sessions, conferences, seminars, district and departmental meetings.
  - c) Keeps abreast of changing developments, trends, health technologies.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		Bachelor's Degree required. Master's Degree preferred.	
High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Nursing, Public Health	
1 year college	<input type="checkbox"/>	2 years college	
3 years college	<input checked="" type="checkbox"/>	4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge in the fundamentals, principles and practices of nursing care procedures, methods and techniques;</li> <li>• Knowledge of relevant public health and special education laws, guidelines and rules pertaining to student health care and nursing care services;</li> <li>• Knowledge of district administrative rules and procedures pertaining to health care services and operations;</li> <li>• Knowledge of medical terminology, diseases, current health care issues, concerns and trends.</li> <li>• Fundamentals of supervision and management.</li> <li>• Knowledge of district administrative procedures, policies and guidelines.</li> <li>• Knowledge of community resources, health agencies and social service organizations in the community.</li> </ul>	
2nd year graduate level			
Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of five (5) years nursing experience or directly related work experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Licensure as a Registered Nurse by the Minnesota Board of Nursing, a Public Health Nurse by the Minnesota Board of Nursing, and a Licensed School Nurse by the Minnesota Department of Education.	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Assessing, evaluating, planning and implementing health care and health care services within the district;</li> <li>• Coordinating, delegating, monitoring and directing health services personnel.</li> <li>• Planning, implementing and instructing students and staff in health care issues and concepts;</li> <li>• Delivering and conducting skilled nursing treatments, first aid and emergency health services;</li> <li>• Organizing, implementing and maintaining health records, documentation and reporting requirements.</li> <li>• Conducting and implementing of various health screenings.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials.</li> <li>• Creating, managing and utilizing computer databases, reports, spreadsheets, documents, correspondence and e-mail.</li> <li>• Maintaining confidentiality and compliance with data privacy laws.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Licensed School Nurses	2
2	Health Associates	5
<b>TOTAL</b>		7

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Office support staff who provide substitute health services.	<b>Total:</b> 5

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>		x		
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>
<p><b>Classification History:</b></p> <p>Description created by ISD 110 Human Resources 8/2020.</p>