

Director of Health & Wellness

Reports to:	Chief Operating Officer
Classification:	District Administration - Certified
FLSA Status:	Exempt
Terms of Employment:	240 Days. Salary and work year are to be established by the Board of Education.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Professional Personnel.
Compensation:	According to the Administrative salary schedule.

JOB SUMMARY:

Provide positive community and school leadership in the development, maintenance and communication of a comprehensive District health and wellness program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinates and maintains a comprehensive District health program to meet the needs of students at all levels. This program will be sustained by the recommendations of the Missouri School Improvement Program (MSIP) and available resources as deemed appropriate by the Board of Education of Education.
2. Works cooperatively with District administrators and other health personnel to develop, coordinate and maintain a District health and wellness program.
3. Serves as information primary liaison between district and all health and wellness related partners.
4. Provide crisis intervention which is geared primarily toward protecting the safety and emotional well-being of students and staff.
5. Collaborate with families requiring long-term intervention and outside resources such as social agencies (county and state), physicians, psychiatrists, psychologists, and other professionals.
6. Maintain confidential files on referrals including related documentation summarizing problem situations.
7. Advises the Board of Education on matters of public relations on issues relating to District health and wellness.
8. Prepares and develops reports relating to District health and wellness programs and activities.
9. Prepare and present annual health and wellness report(s) to the Board of Education.
10. Actively seeks and writes grant proposals relating to health, wellness, at-risk, nutritional, and environmental issues.
11. Communicates to internal and external publics all aspects of the District health and wellness program that may include conducting public meetings as necessary.
12. Interprets and communicates District, state and federal health policies and legislation to parents, students and District personnel.
13. Prepare and disseminate reports to parents and school personnel on medical, school health and wellness matters.
14. Authorizes exclusion and readmission of students and staff in connection with infectious and contagious diseases.
15. Assists in recommending all health services personnel, and sets health and wellness job performance standards and guidelines in cooperation with Human Resources.
16. Supervises and evaluates all District health personnel, procedures and plans.
17. Receives and signs all official health and wellness correspondence, and is responsible for submitting required District, state and federal reports.
18. Plans, coordinates and assigns all schedules for District health personnel and keeps all relevant data related to health personnel.
19. Participates in related strategic planning activities and assists in coordinating District goals and objectives in the areas of health and wellness.
20. Conducts all medical, health and wellness research as necessary and/or assigned.
21. Reviews, approves and evaluates all requests and recommendations for the purchase of new equipment or inventory relating to District health and wellness programs or activities.
22. Regularly inspects building health rooms and makes recommendations regarding maintenance and improvement.
23. Maintains current and accurate information relative to all local, state and federal health related rules and guidelines.

24. Plans and assists with early childhood and kindergarten enrollment screening programs.
25. Establishes and maintains a program for communicable disease control in accordance with local, state and federal guidelines.
26. When appropriate, notifies the parent or designated responsible person regarding the health status of the student.
27. Assumes final responsibility, and approves in writing, all exceptions to the District Health and Medication policy or procedures.
28. Coordinates health and wellness curriculum resource activities and provides in-service to appropriate District personnel.
29. Chair person (or co-chair) of the District Wellness Committee.
30. Available and accessible at all times for emergency medical issues.
31. Other related duties as assigned by Administration.

SUPERVISORY RESPONSIBILITIES:

School Nurses, Health Room Assistants, Wellness Committee

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

EDUCATION AND/OR EXPERIENCE:

1. Holds a valid and current Missouri Registered Professional Nursing License.
2. Preference provided to candidates with a Bachelor's degree.
3. Minimum of 3 years experience working with school-aged children.
4. Preference provided to candidates that have prior supervisory experience.

COMMUNICATION SKILLS:

1. Must have effective oral and written communication skills.
2. Must have strong interpersonal communication skills.
3. Must have ability to work with individuals, small and large groups.
4. Must be able to make effective presentations to the Board of Education, staff, parents, and community.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to understand, evaluate, and make recommendations related to operating the District health and wellness budget.

REASONING ABILITY:

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Knowledge of current local, State and Federal statutes and regulations governing public school health and wellness programs.
2. Ability to perform duties in full compliance with all District requirements and Board policies.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee will regularly stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the

employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate to loud level with frequent interruptions. The employee continuously interacts with students, staff and the public. Travel may be necessary to various District buildings and/or other sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

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