School Health Manager

Reports to: Deputy Superintendent  
Supervises: None  
Term of Employment: 11 months Full-time (8hrs/day)  
Salary: Pay Grade 75  
FLSA Exempt/Non-Exempt: Exempt  

Qualifications:  
- Possession of a valid TB test and health examination issued by the local county board of health or recognized medical authority  
- Education/formal training/licensure/certification/experience: 
  - BSN with a current North Carolina RN license  
  - Minimum of five years nursing experience preferably in school and community health  
  - Minimum of three years of management experience preferred  
  - Current NC driver’s license  
- Additional Skills:  
  - Effective communicator with a wide range of age groups, ethnic, educational, and socio-economic backgrounds  
  - Strong physical assessment skills  
  - Fluency in English and Spanish preferred  
  - Experience with grants, project development and policy advocacy helpful  

Essential Job Functions:  
1. Plans and evaluates the health care of individual students as well as groups of student’s in schools  
   - Identifies children with special health care needs and develops health care plans and emergency action plans  
   - Develops and monitors process for health assessments and immunization records and facilitates completion  
   - Develops plans for coordinated school health teams as appropriate  
   - Plans and coordinates program activities for school health programs  
   - Identifies policy targets and develops strategies for communications  
   - Identifies opportunities for program and funding performance improvements  
   - Serves as liaison with school officials and community health organizations and providers  
2. Provides care to school-age children, adolescents and school staff in the school system  
   A. Provides assessment, consultation, care and referral  
      - Organizes and completes periodic health screenings assuring follow-up, provides care and refers for services  
      - Implements an effective medication administration system  
      - Supervises and assists with prescribed treatments/procedures  
      - Provides for emergency care of illness/injury

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• Provides care for children with chronic illness
• Implements prevention services

B. Schedules/arranges activities for the program as a whole and supports other school health personnel in program implementation
• Supervises school health personnel
• Chairs school health advisory committee and other appropriate task forces and program work groups
• Coordinates special services for staff as appropriate
• Coordinates activities with other departments
• Participates in community committees impacting children's health

C. Implements strategies for program and financial performance improvement
• Develops and projects the budget for the school health programs
• Participates in identifying funding opportunities and appropriate reimbursement
• Assesses and implements efficiencies
• Implements programs that augment care to this population

3. Uses equipment/supplies correctly
• Assures equipment/supplies for school program
• Implements plan for operation and repair of equipment

4. Assures use of appropriate safety and infection control measures
• Assures compliance with communicable disease standards
• Monitors the school environment for health and safety issues
• Develops and implements district-wide approaches to improves safety and infection control

5. Teaches/directs/advises/informs others
• Develops or identifies workshops and training activities for school personnel, school health personnel and community groups on health related topics
• Provides individual explanation(s) to students, parents, and appropriate staff regarding prevention, illness, treatment, etc.
• Creates communications and communication processes for the programs
• Informs family and school staff of community resources
• Supervises school personnel and volunteers assisting with the school health programs
• Schedules and directs activities of school health personnel

6. Reports/records data
• Documents patient data, plan of care, care rendered and response to care for individual students to administration, funding agencies, boards and other appropriate audiences
• Reports significant data regarding student health status to appropriate audiences
• Provides program reports in a timely manner
• Appropriately reports health and safety issues in the school environment
• Collects district-wide data for process, outcome, and perception measures and
School Health Manager

Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

• prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
• understand and conform to all rules of punctuation, grammar, diction and style
• speak to individuals or groups of people with poise, voice control and confidence
• respond adequately to inquiries or complaints
• write using standard convention in all languages required by the job
• apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
• apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
• communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
• use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
• deal with people beyond giving and receiving instructions
• perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
• be sensitive to cultural differences among individuals and groups of persons
• operate a motor vehicle
• operate/use a variety of automated office machines and other office equipment
• operate/use a variety of printing/graphic arts machines
• operate/use a variety of audiovisual/electronic machines and devices
• operate/use a variety of communication machines/equipment/devices
• operate/use a variety of job specific machines/equipment