

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SUPERVISOR [/ COORDINATOR], HEALTH [, PUPIL SUPPORT SERVICES]

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: PUPIL SUPPORT SERVICES (9051)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution preferred.
- (2) Possess licensure as a Registered Nurse.
- (3) Minimum of three (3) years experience in nursing.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, Department of Education rules, Florida health laws and Health and Rehabilitative Services regulations. Knowledge of School Board rules and guidelines related to assignments. Ability to work cooperatively with other agencies and departments. Ability to plan and present information to the public. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Executive Director, Pupil Support [Personnel] Services

JOB GOAL

To provide leadership for the development, coordination and supervision of District-wide health [prevention] services for [the Student Services Programs,] grades Pre-Kindergarten – Twelve (PK-12).

SUPERVISES:

Exceptional Student Education Registered Nurses
Exceptional Student Education Licensed Practical Nurses

PERFORMANCE RESPONSIBILITIES:

- [* (1) Supervise a comprehensive student services program for the District.]
- * (1) Provide leadership within the District in meeting all goals related to health education and prevention [Safe and Orderly Schools].
- * (2) Facilitate the development of appropriate inservice training for District staff related to assignment.
- * (3) Revise and write School Board rules related to assignments as directed.
- * (4) Revise and write interagency agreements and contracts for School Board approval as required.
- [* (6) Revise and write District procedures related to assignments as needed.]
- [* (7) Assist with the development of the department budget and approve expenditures as appropriate.]
- * (5) Serve as the District liaison with the Public Health Department and School Nurses.
- [* (9) Supervise the annual development, implementation and evaluation of the drug and violence prevention programs.]

SUPERVISOR, [/ COORDINATOR] HEALTH [, PUPIL SUPPORT SERVICES](Continued)

- * (6) Serve as the District liaison with community agencies and organizations which provide prevention services to the District.
- * (7) Facilitate the organization of advisory, planning or other groups which are state or federally required for District prevention programs.
- * (8) Assist with District plans, policies, special projects and committees as required.
- [* (13) Serve as liaison with local law enforcement and prevention programs in the schools.]
- [* (14) Serve on interview and selection teams as needed.]
- [* (15) Serve as the resource person for the Hospital Homebound Program.]
- * (9) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- [* (17) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.]
- * (10) Respond to inquiries or concerns in a timely manner.
- * (11) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (12) Disseminate information and current research to appropriate personnel.
- * (13) Keep well informed about current trends and best practices in areas of responsibility.
- * (14) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (15) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (16) Promote and support professional growth for self and others.
- * (17) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (18) Maintain a network of peer contacts through professional organizations.
- * (19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (21) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (22) Represent, consistently, the District in a positive and professional manner.
- * (23) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (24) Exercise proactive leadership in promoting the vision and mission of the District.
- * (25) Set high standards and expectations for self and others.
- * (26) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Left Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
 Length of the work year and hours of employment shall be those established by the District.

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EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities