

Director III, Health Services

Position Details

Job Code: U7102

Reference Code: A205

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to develop and prioritize safe and effective care, direct the activities of the Health Services Department, and serves as a consultant to Clark County School District administrators and community agencies in the administration of the school health program. The Director III oversees the School-Based Health and Provider Relations Program. This position reports to the Director, Related Services Department, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as the Chief Nurse for the District as required by Nevada State Board of Nursing (NSBN) and Nurse Practice Act. Ensure operations comply with NSBN standards and regulations.
2. Oversees policy and procedure management, state reporting, management of District Stock Epi, Automated External Defibrillator/Cardiopulmonary Resuscitation (AED/CPR) Programs, immunization compliance, delegation of care, verification of skills training annually of each licensed nurse, and quarterly reports to the NSBN for licensure
3. Defines the school health program and objectives in keeping with state law, District regulations, and ethical medical practices.

4. Partners with the Southern Nevada Health District (SNHD) regarding immunizations and communicable disease reporting and disease surveillance in conjunction with the Chief Health Officer for the SNHD.
5. Oversees the School Based Health and Relations Provider department by developing and building school-based physical, mental, and dental health services through community partnerships at schools throughout the District.
6. Implements new and current state law requirements governing nursing practices; implements professional growth opportunities for assigned staff; and oversees essential competency training for skills of all nursing staff.
7. Prepares and oversee District business reports and annual budgets. Oversee budget and supervise the School-Based Health and Provider Relations Department, including building and maintaining health-related partnerships with vendors.
8. Directs recruitment, assignment, disciplinary action, and supervision of assigned staff.
9. Serves as technical support for each area within a specific area of expertise and provides discipline specific leadership in collaboration with directors regarding the development of policies and procedures. Revises and presents new policies and procedures to reflect evidence-based practice for school nursing.
10. Attends Nursing Practice Advisory Committee, as needed, when issues arise that impact practices. Communicate both orally and in writing, findings, recommendations, and policies before boards, commissions, and/or committees.
11. Serves as liaison to community groups, public agencies, and District staff concerning the provision of health services to students.
12. Oversees the on-going orientation program for new staff.
13. Oversees the selection of school nurses and specialized procedures nurses in conjunction with the Human Resources Division (HRD).
14. Assigns Health Services staff utilizing approved ratios as a guide.
15. Oversees the identification, selection, or delegation of supplies and equipment for the student health program.
16. Functions as the Superintendent's designee for human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) cases.
17. Provides weather condition reports, as needed for school nurses and District staff regarding inclement weather that may impact student health and/or safety.
18. Oversees the coordination of specialized nursing procedures districtwide
19. Maintains professional library. Maintains currency of District and Health Services forms, as appropriate.
20. Directs and facilitate team leader coalition meetings.

21. Oversees and implement First Aid Safety Assistant (FASA) training, in conjunction with the HRD.
 22. Maintains current practices for all departmental manuals, publications, forms, policies, and District publications.
 23. Enforces practices for student safety throughout the District.
 24. Observes and evaluates assigned staff.
 25. Performs other duties related to the position, as assigned.
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Position Expectations

1. Extensive knowledge of current practice and State laws for Nursing in Nevada; developing safe and effective policies for implementation and oversight of first aid and medication management in the schools, and extensive knowledge in the laws that govern Nevada Revised Statutes (NRS) and mandates for compliance.
 2. Thorough working knowledge of federal, state, and local mandates (i.e. Individuals with Disabilities Education Act (IDEA), Public Law (PL) 99-457, Nevada Administrative Code (NAC), and Americans with Disabilities Act (ADA), Section 504).
 3. Thorough working knowledge of special education procedures, programs, and laws.
 4. Ability to work with diverse groups and gain the cooperation of people.
 5. Possess and have demonstrated organizational ability.
 6. Demonstrate a working knowledge of the District's least restrictive environment (LRE) position.
 7. Ability to communicate clearly, both orally and in writing.
 8. Ability to develop, implement, and interpret diagnostic services and procedures.
 9. Ability to work cooperatively with students, parents/guardians, school staff, administrative personnel, and representatives of community organizations or agencies.
 10. Ability to direct the management activities associated with the program.
 11. Awareness of the needs of the community, problems, and organizations and the relationship of these to the educational program.
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Position Requirements

Education and Training

Master's degree from an accredited college or university.

Licenses and Certifications

1. Must possess or be able to acquire appropriate Nevada Program Administrator license and School Nurse endorsement through the Nevada Department of Education.
2. Must possess or be able to acquire school nurse certification.
3. Must possess or be able to acquire Nevada licensure as a Registered Nurse (RN).

Experience

1. Have previously demonstrated five (5) years' of successful licensed school nursing experience in an accredited K-12 public or private school and be able to acquire, by time of appointment, appropriate Nevada Program Administrator license and School Nurse endorsement; **(or)** have previously demonstrated at least three (3) years' of successful licensed school nursing experience in an accredited K-12 public or private school and currently hold a valid Nevada Program Administrator license and School Nurse endorsement.
2. Have previously demonstrated at least two (2) years' as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years' experience as a contracted administrator in a related position.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/13/22
- Created: 11/14/08