

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**DIRECTOR I – HEALTH SERVICES**

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Reference Code: A205

Division: Student Support Services

Classification: Licensed Administrator

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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POSITION SUMMARY: This position functions to 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. This position reports to the Director, Related Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Define the school health program and objectives in keeping with state law, District regulations, and ethical medical practices.
2. Serve as the chief nurse for the District as required by Nevada State Law and the Nurse Practice Act.
3. Serve as the District AED Program coordinator as required by Clark County School District Regulation 5156.
4. Serve as technical support for each area within specific area of expertise and provide discipline specific leadership in collaboration with directors regarding the development of policies and procedures.
5. Serve as liaison to community groups, public agencies, and District staff concerning the provision of health services to students.
6. Implement professional growth opportunities for assigned staff.
7. Coordinate and oversee the on-going orientation program for new staff.
8. Coordinate the selection of school nurses and specialized procedures nurses in conjunction with the Human Resources Division.
9. Coordinate recruitment, assignment, and supervision of assigned staff.
10. Observe and evaluate assigned staff.
11. Assign Health Services staff utilizing approved ratios as a guide.
12. Coordinate the identification, selection, or delegation of supplies and equipment for the student health program.
13. Function as the Superintendent's designee for HIV/AIDS cases.
14. Oversee the coordination of specialized nursing procedures district-wide
15. Maintain professional library. Maintain currency of District and Health Services forms, as appropriate.
16. Coordinate and facilitate team leader coalition meetings.
17. Coordinate and implement First Aid Safety Assistant (FASA) training, in conjunction with Human Resources Division.
18. Maintain currency of School Nurse Procedures Manual and other department manuals.
19. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to work with diverse groups and gain the cooperation of people.
2. Possess and have demonstrated organizational ability.
3. Demonstrate a working knowledge of the Clark County School District's least restrictive environment (LRE) position.
4. Ability to communicate clearly, both orally and in writing.
5. Ability to develop, implement, and interpret diagnostic services and procedures.
6. Ability to work cooperatively with students, parents, school staff, administrative personnel, and representatives of community organizations or agencies.
7. Ability to direct the management activities associated with the program.
8. Awareness of community needs, problems, and organizations and the relationship of these to the educational program.

9. Thorough working knowledge of federal, state, and local mandates (i.e. IDEA, PL 99-457, Nevada Administrative Code, and Section 504).
10. Thorough working knowledge of special education procedures, programs, and laws.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned master's degree from an accredited college or university.

**Licenses and Certifications:**

1. Must possess or be able to acquire a Nevada school administrative endorsement.
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.
4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

Previously demonstrated at least five (5) years of successful licensed school nurse experience including 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.

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

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.