

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Program Manager, Health and Wellness	<b>REPORTS TO:</b>	Chief Student Services Officer
<b>DEPARTMENT:</b>	Student Services	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030 AASD
<b>REVISED DATE:</b>	September 23, 2014		

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**BASIC FUNCTION:**

Plan, organize, implement and manage the District's school nursing program and related services, including special health and wellness programs to support the educational achievement of students; supervise and evaluate assigned personnel.

**REPRESENTATIVE DUTIES:**

*E* = Essential Functions

Manage the District's school nursing program and related health and wellness programs and services provided to students. *E*

Provide leadership to school nurse program staff; serve as supervisor in the administration of the school clinic; provide clinical interventions and technical expertise. *E*

Maintain familiarity with state and federal laws relating to school nursing to assure compliance; maintain current district nursing procedures with respect to changes in policy, law and medical knowledge. *E*

Communicate with other administrators, staff, and outside organizations including regulatory agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information. *E*

Facilitate collaborative partnerships with outside funding agencies to provide health services to students; lead cooperative efforts with service providers and other agencies. *E*

Provide technical expertise, information, and assistance to the Chief Student Services Officer regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Chief Student Services Officer of unusual trends or problems and recommend appropriate corrective action. *E*

Prepare and maintain a variety of narrative and statistical reports, records, and files related to assigned activities and personnel. *E*

Review appropriate legislation to assure district compliance with laws and procedures and make recommendations on changes that may result in more efficient operations of the district's nursing and health and wellness programs. *E*

Develop and prepare the annual department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines and limitations. *E*

Plan and coordinate school nursing services with other sections of the Student Services Branch. *E*

Plan and implement screening examinations and immunization of pupils for the control of communicable diseases in district schools. *E*

Develop and participate in orientation and in-service training and activities pertaining to nursing and wellness; collect, prepare, and distribute bulletins and instructional materials used by nursing staff. *E*

May plan the tuberculosis screening program for eligible District employees. *E*

Assess and recommend purchase and implementation of technology which can enhance school nursing. *E*

Plan, schedule, and evaluate program for field nursing students. *E*

Supervise and evaluate assigned certificated and classified staff. *E*

Perform other duties as assigned. *E*

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

A combination of training, education and/or experience equivalent to the credentials requirement and seven years of school nursing experience; three years of the required experience must include experience in a supervisory or management level position. Experience as a nurse practitioner is preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid California Administrative Services Credential and Health Services of School Nurse Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

District, State and Federal methodologies, procedures, and applicable laws, codes, and regulations related to school nurse programs and related health and wellness programs and services.

Theory and practice of nursing.

Medical requirements and protocol.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Provide leadership and direction to assigned program.

Provide clinical expertise to school nurse program staff and other assigned personnel.

Maintain current knowledge of applicable provisions of applicable Federal, State and District laws, rules and regulations.  
Operate a computer and assigned related software.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Prepare comprehensive narrative and statistical reports.  
Work independently with little direction.  
Plan and organize work.  
Set standards and meet goals.  
Maintain budgets and contracts.  
Meet schedules and time lines.  
Train and evaluate assigned staff.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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Revised 7.01.10

Issued: 7.01.03 - Ewing

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