

Veritas Academy
Job Description: Director of Health

Reports To: Executive Director of Administration (EDA)

Updated: 7/2020

PURPOSE: An integral and prominent member of the school community, the Director of Health works in close collaboration with the school nurse and school administration in various departments across the school community - including, but not limited to, Dean of Students, School Counselor, Dean of Academics, Director of Events, and Director of Athletics to develop a cohesive, research-based, and developmentally appropriate health services program for students at Veritas Academy. The Director of Health also plays a highly visible role in ongoing parent relationships as well as faculty and staff professional development.

Duties/Responsibilities:

In collaboration with the school nurse, the Director of Health coordinates the health program and all its related logistics and components within the school by conducting the following functions:

1. Maintain student health records:
 - a. Monitor and ensure that all required student school health data (dental exams, eye exams, physicals, immunizations, etc.) is collected, filed, and monitored in a timely, accurate, and confidential manner
 - b. Handle the transfer of student health records to and from Veritas Academy
 - c. Update and maintain student health database
 - d. Update and maintain student allergy information and communicate as necessary to school personnel
 - e. Ensure that all required student health assessments, immunizations, and exams are up to date and on file with the school
2. Coordinate regular student health screenings:
 - a. Manage the logistics of student health screenings
 - b. In collaboration with the school nurse, screen, evaluate, and communicate findings to parents for deficits in vision, hearing, scoliosis, growth, etc.
 - c. Organize, instruct, and supervise school health volunteers or assistants for screenings
3. Provide overall administrative oversight of the school's health program:
 - a. Collaborate with school and community leaders to implement and maintain school health initiatives
 - b. Plan, prepare for, and conduct appropriate meetings with a variety of types and sizes of groups
 - c. Help develop/revise school health policies and procedures as necessary
 - d. Prepare the budget for school health supplies
 - e. In coordination with the receptionist, ensure that school health supplies are ordered and stocked
 - f. Prepare first aid kits for classrooms and relevant locations throughout the school building
 - g. Report regularly to the Executive Director of Administration on school health activities
 - h. Prepare statistical reports for required agencies, including the Department of Education, Department of Health, and Department of Human Services
 - i. Implement the school medication policy and procedure
 - j. Assist with documentation of all school nursing activities
 - k. Protect the confidentiality of student health information

4. Serve as a resource to students, parents, and school personnel on health-related matters:
 - a. In collaboration with school nurse, interpret the health status of students to school personnel
 - b. In collaboration with school nurse, initiate referrals to parents, school personnel and community health resources for intervention, remediation, and follow-through
 - c. Provide time-sensitive and general health information and announcements to students, parents, school personnel and health agencies
 - d. Recommend and help to implement modifications of school programs to meet students' health needs
 - e. Utilize existing health resources to provide appropriate care of students
 - f. Help school personnel recognize departures from appropriate behavior and growth patterns; help students and personnel adjust student programs when necessary to accommodate health needs of students.
 - g. In collaboration with school nurse, conduct CPR/First Aid/AED certification training for school personnel

5. Educate the school staff and community on health-related matters:
 - a. Establish partnerships with community organizations and agencies concerned with the health and wellness of students and staff
 - b. Solicit other appropriate opportunities for professional learning for self and appropriate others in the school (as funding is available)
 - c. Conduct appropriate health-related professional development and trainings for the school personnel and other constituents (i.e. students, parents, etc.)

Qualifications:

1. Nursing or health-related degree preferred but not required
2. Previous experience as a health professional or nurse preferred but not required
3. This position requires at least a bachelor's degree or equivalent experience
4. Keep information confidential concerning school business and student health
5. Personal profession of faith in Jesus Christ
6. Successfully completing and meeting all mandated state background clearances and school related trainings
7. Proficiency in Microsoft Office Package, Google Drive and typing
8. Strong desire to advance personal knowledge and skills through professional development
9. Should be able to lift comfortably at least 25 lbs
10. Must have good oral and written communication skills
11. Must be able to work in a fast-paced, team-oriented office environment
12. Must be flexible and willing to take on new tasks and challenges regularly
13. Must be competent in multitasking
14. Act in a professional manner at all times
15. Maintains regular attendance and professional appearance
16. Performs other duties as assigned
17. Must subscribe to and be in agreement with Veritas Academy's *Statement of Faith, Core Values, Philosophy of Education, Mission and Vision Statements, Statement of Human Life, Statement on Marriage, Gender, and Sexuality, and Employee Code of Conduct*

Supervisory Responsibilities: The Director of Health does not typically have any direct reports.

Work Environment/Dynamics: The Director of Health will often be faced with multiple tasks simultaneously. Though regular office hours must be maintained at school, much of the work performed by the Director of Health can be completed remotely.

Work Year: This is a part-time, year-round position with reduced hours when school is not in session.

Schedule for Evaluation: The Director of Health will be evaluated annually by the Executive Director of Administration. A new Director of Health will receive a 60 day evaluation.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date