

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Whole Student Health Supervisor
<b>DEPARTMENT &amp; PROGRAM:</b>	Teaching & Learning
<b>WORK YEAR:</b>	240 contract   12 months
<b>SALARY   PLACEMENT:</b>	Range 7, Non (TSPC) Licensed Supervisor
<b>SUPERVISED BY:</b>	Student Success Leader
<b>ASSOCIATION:</b>	Non-represented, Meet & Confer
<b>FLSA STATUS:</b>	Exempt

### GENERAL DESCRIPTION OF THE POSITION:

The Whole Student Health Supervisor addresses the most critical health needs of students in Clackamas County schools, including both physical and social-emotional needs, to advance the equitable well-being, academic success and health of students, focusing on those most in need. The position has responsibility to reach out to districts throughout the county to coordinate and consult on the delivery of health care to students and may involve the administration of a school nursing program(s). The Whole Student Health Supervisor may also perform professional nursing services for students within the ESD. The position works collaboratively with the Mental Health Specialist at CESD to provide a full array of health consultation and services to Clackamas County schools and acts as liaison to stakeholder organizations and groups throughout the county and state. All services are provided within the context of standards of nursing practice and in accordance with State laws and regulations and district policies and procedures.

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

### ESSENTIAL FUNCTIONS:

1. Consults with Clackamas County school districts in regard to their nursing and student health programs to provide recommendations on best practices;
2. Evaluates services in the school health program(s) to plan for more comprehensive services for students;
3. Convenes school health professionals throughout the County to share information and best practices;
4. Liaisons with local and state officials regarding opportunities to increase health services to produce equitable outcomes for students;
5. Collaborates with groups and individuals who are stakeholders in student and community health;
6. Attains and integrates evidence-based knowledge and clinical competency, including appropriate technology and service delivery;
7. Coordinates delivery of school health services, including health screenings, communicable disease control, health education, and environmental monitoring;
8. Develops nursing programs, policies, procedures and standards, recommendations regarding statistical requirements, program changes and staffing to ensure quality;
9. Provides health guidance to prepare students to participate knowledgeably in their own health care;
10. Provides and incorporates new nursing theory into clinical practice;
11. Initiates, facilitates, and interprets preventative, developmental and diagnostic procedures within the field of practice;
12. Directs staff development activities including individual guidance and recommendations for staff education and in-service;
13. Attends staff development programs and clinical practice seminars as needed;
14. Serves on advisory committees/consultation for health accommodations necessary to support student individual education care plans (i.e. 504 and IEP);
15. Assists in the formulation of a district's wellness and health program including: nutrition services, health services, health and safe school environment, and parent, community involvement, and health education;
16. Maintains knowledge of the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law;
17. Supervises the reporting of any known or suspected communicable disease cases to the local health department;
18. Maintains working knowledge of applicable laws and nursing practice regulations and standards;
19. Maintains valid driver's license and vehicle available for use on the job;
20. Proficiently navigates internal and external data systems, including data entry and report production pertinent to delivery of school health services.

21. Maintain regular attendance and promptness in reporting for duty, as well as timeliness in submitting required reports and other professional paperwork
22. Reflect on current performance, identify professional goals and participate in staff development activities which contribute to individual and system wide improvement
23. Comply with District and State standards of professional conduct
24. Corresponds with district staff and stakeholders via email
25. May be asked to translate, if applicable

**ADDITIONAL FUNCTIONS:**

1. Follows and supports district and program values, policies, procedures and requirements.
2. Works cooperatively and harmoniously with families, coworkers, supervisors and community partners of diverse backgrounds.
3. Maintains professional and technical knowledge by participating in professional development activities.
4. Maintains regular communications including checking and replying to work email on a regular daily basis.
5. Maintains regular and punctual attendance.
6. Performs other duties as may be assigned.

**ESSENTIAL COMPETENCIES:**

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

1. Registered Nurse through the Oregon State Board of Nursing
2. Possession of, or ability to qualify for, an Oregon School Nurse license through Teacher's Standard and Practices Commission (TSPC).
3. Three (3) years of nursing experience in a public health setting
4. Bachelor's Degree (required) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience

**PREFERRED QUALIFICATIONS:**

1. Master's Degree (preferred) in in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience
2. Written and oral communication skills and proficiency in Spanish

**WORKING CONDITIONS:**

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

**EQUIPMENT USED:**

1. Personal Vehicles
2. Wheelchairs and Hoyer lifts
3. Standing Frames

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Light/Medium work.** Lifting 30 pounds' maximum with frequent lifting and/or carrying of objects up to 15-20 lbs; or requires walking or standing to a significant degree. If someone can do light/medium work, we determine that he or she can also do sedentary work

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

<b>Lifting (X = REQUIRED)</b>						
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.						
01-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	General school supplies, teaching materials, food items, and backpacks					
26-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Positioning of students in wheelchairs and assisting in the transfer of students.					
> 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Employee may need to: (X = REQUIRED)</b>						
Bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach (above shoulder)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach (forward)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Run		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Hands may be used for: (X = REQUIRED)</b>										
Grasping		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
<b>Wrists may be used for: (X = REQUIRED)</b>										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Pushing/Pulling: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
<b>Carrying: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
Description										

Environment Exposures (X = REQUIRED)										
Chemical Contact	X	Never		Rare		Occasionally		Frequently		Continuously
Moving Objects		Never	X	Rare		Occasionally		Frequently		Continuously
Noise		Never		Rare	X	Occasionally		Frequently		Continuously
Safety Equipment		Never	X	Rare		Occasionally		Frequently		Continuously
Wetness	X	Never		Rare		Occasionally		Frequently		Continuously

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement |  = Not Required**

**REASONING ABILITY:**

- Complete routine, repetitive tasks with simple instructions
- Follow detailed instructions that require few changes
- Follow detailed procedures with several potential variables
- Accurately interpret behaviors and nonverbal communication and act on decisions
- Demonstrate logical or deductive thinking
- Provide creative, innovative solutions to job problems

**CALCULATIONS:**

- Perform simple copying, addition, counting, subtraction
- Perform multiplication and division
- Understand the metric system and conversions
- Manipulate fractions, decimals, and percentages
- Understand and use statistics
- Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

**LANGUAGE:**

- Read and understand product labels, policies written at the 10th grade level
- Follow verbal or demonstrated instructions
- Explain simple directions, copy data from one form to another
- Complete form letters or answer routine correspondence
- Compose correspondence independently
- Read and interpret complex technical material
- Speak and understand a second language
- Prepare complex reports and documents
- Speak with individuals and small groups in an articulate manner
- Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*