

**JOB DESCRIPTION****Job Title: Program Manager I - School Health (2991)****Job Summary:**

The job of Program Manager I - School Health is done for the purpose/s of planning, organizing and directing the programs, services and activities of School Health Programs. The duties include the supervision and evaluation of program staff in providing assigned support services; the coordination of activities with other units within the Instructional Services Division and with other divisions; and the provision of complex technical and professional assistance to schools. The Program Manager I is responsible for the development and delivery of school health programs that meet student needs in client schools. The Program Manager I serves as a member of the Instructional Services Division Management Council.

**Essential Job Functions:**

- Advises the Assistant Superintendent of Instructional Services for the purpose of assuring that the School Health Program and services further the goals of Tulare County Office of Education (TCOE).
- Collaborates with TCOE divisions and outside agencies for the purpose of improving the health status of Tulare County students and their families.
- Coordinates programs and activities for the purpose of delivering high quality health services to students in Tulare County schools.
- Develops strategic and long-range plans for the purpose of improving and adjusting program services.
- Develops/administers program budgets for the purpose of maintaining quality levels of health services and programs and insuring that program costs do not exceed income.
- Engages in county, region, and state activities for the purpose of improving program practices and advocating for health programs for Tulare County students.
- Identifies/develops application for alternative funding sources for the purpose of enhancing school health programs and services.
- Participates in personal and professional growth activities for the purpose of increasing knowledge, skills, and expertise.
- Prepares/submits records and reports for the purpose of documenting program activities.
- Provides technical information for the purpose of assuring compliance with current health laws and practices.
- Supervises professional development activities for the purpose of advancing understanding and implementation of school nursing standards of practice.
- Supervises/trains/evaluates personnel for the purpose of ensuring effective health services and programs.

**Skills, Knowledge and/or Abilities:****Skills to:**

- read, write and speak English fluently using proper grammar;
- gain the confidence of school-site personnel;
- organize and use time effectively;
- provide needed assistance to school nurses, administrators, and teachers;
- work successfully with adults;
- gain cooperation through discussion and persuasion;
- supervise, train, and evaluate professional, technical, and clerical staff;
- provide workshops for school-site staff, parents and the public;
- work in collaborative relationships;
- use computers, various software including presentation software, and other technology;
- facilitate planning and problem-solving meetings;
- use health screening tools and equipment;

**Knowledge of:**

- organizational and management practices as applied to analysis and evaluation of county programs, policies, organizational structure, and operation needs;
- educational principles, methods, and materials related to the school health profession;
- recent research regarding the health and development of school-age children as it relates to learning;
- research methodologies applicable to the analysis of programs and policies relating to current practices in the school health field;
- principles of personnel administration, supervision, and training;
- California health curriculum frameworks, standards and accountability;
- evaluation processes for selecting print and non-print health-related materials;
- standards of practice for school nursing;

**Ability to:**

- plan, organize and direct the activities of a multi-faceted educational and support program;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of TCOE goals;
- understand, interpret, and apply laws, rules, and regulations as they apply to TCOE and school districts;
- collect, interpret and evaluate narrative and statistical data pertaining to school health;
- communicate effectively using standard English in public meetings to present findings, recommendations and policies;
- establish and maintain effective working relationships with those contacted in the course of work;
- prepare and analyze reports, statements and correspondence;
- write health-related policies.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing a department; and monitoring the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

**Experience Required:**

- Experience in school nursing is required.
- Experience collaborating with outside entities is required.
- Experience providing training and workshops is required.
- Experience in developing strategic plans is required.
- Job-related experience within specialized field with increasing levels of responsibility is required.

**Education Required:**

- Bachelor of Science Degree.
- Masters Degree preferred.

**Clearances, Licenses, Certifications, Bonding, and/or Testing Required:**

- California School Nurse Credential.
- California Administrative Credential.
- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

**April 2010**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.