

Simpson County School District

JOB/POSITION DESCRIPTION

Position Title: Director of COVID-19 (Health and Wellness)
Department: District Office/ Health and Wellness
Reports to: Superintendent
Status: Classified (Overtime Exempt)

SUMMARY

To support and enhance the educational mission of the school district through providing healthcare supports to all students and staff and overseeing the health and wellness plans and processes at all school sites throughout the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as the district's COVID-19 official and oversees all COVID-19 related concerns and processes.
- Implements district wide systems and protocols for COVID-19 concerns as well as other infectious diseases and health concerns.
- Makes formal and informal reports to the Superintendent and School Board regarding COVID-19 case numbers and other infectious disease cases in the school district.
- Supervises the school nurses in the district assigned to each school site.
- Supervises the tobacco-use prevention and cessation program and educational endeavor to educate about the environmental hazards of tobacco smoking.
- Serves as a resource and contact to district administrators, principals, school staff, parents and the community on all health related issues and concerns.
- Provides educational resources on COVID-19 and other infectious diseases to the school district's staff, students, and families.
- A leader in the school environment for good health practices among staff, faculty and students.
- Oversees and supports the sex education programs and courses at the school sites.
- Manages the district's Wellness plans and provides guidance and support for all schools regarding the development and implementation of their Wellness Plan.
- Promotes and oversees professional standards of nursing in the workplace and community.
- Serves as a leader in nursing by participating in professional organizations at the national and state level.
- Stays abreast of the most current information related to COVID-19 and other infectious diseases.
- Attends school board and local community meetings as well as school district, regional, and state Professional meetings.
- Makes formal and informal reports and presentations to appropriate audiences.
- Adjusts departmental processes and/or functions based on data derived from evaluation.
- Utilizes appropriate instruments and processes to evaluate performance of assigned personnel.
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Supervises all School Nurses at the building level in conjunction with the building Principals.

QUALIFICATIONS:

- Valid Mississippi Registered Nursing License; Bachelor's Science Nursing (BSN)
- 5 or more years' experience as a Nurse; Supervisory Experience Preferred
- Ability to plan, assign, and direct a staff

- Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons both verbal and written

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Twelve -month year; 240 days Salary based on the Simpson County School District's Approved Scale.

REVIEWED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **TBD**

Reviewed and agreed to by: _____ Date _____