

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of the Superintendent of Schools

April 25, 2012

<b>Legislative File</b>	
File ID Number:	12-0896
Introduction Date:	4/25/12
Enactment Number:	12-1238
Enactment Date:	4-25-12
By:	MS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent *MS*  
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support *BM*

SUBJECT: Revision of Job Description – Program Manager, Nursing in the Health Services Department

**ACTION REQUESTED**

Approval by the Board of Education of Resolution No. 1112-0193 – Revision of Job Description – Program Manager, Nursing in the Health Services Department in Family, Schools & Community Partnerships.

**DISCUSSION**

It is requested that the job description for Program Manager, Nursing be revised by eliminating the word "evaluation" as part of the Essential Functions under Representative Duties.

The Board is requested to correct the January 25, 2012 action by adopting Resolution No. 1112-0193 approving a revised job description for the position of Program Manager, Nursing.

A second Meet and Confer has been conducted with the appropriate bargaining unit.

**BUDGET IMPACT**

This position will be funded by TIIG funds.

**RECOMMENDATION**

Approval by the Board of Education of Resolution No. 1112-0193 – Revision of Job Description – Program Manager, Nursing in the Health Services Department in Family, Schools & Community Partnerships.

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**RESOLUTION  
 OF THE  
 BOARD OF EDUCATION  
 OF THE  
 OAKLAND UNIFIED SCHOOL DISTRICT**

**Resolution No. 1112-0193**

- Revision of Job Description- Program Manager, Nursing, in the Health Services Department in Family, Schools & Community Partnerships -

**Revision of Job Description**

- Program Manager, Nursing -

**WHEREAS**, the Board, on January 25, 2012, as requested, approved Resolution No. 1112-0103 (Legislative File No. 11-3259), which created the Classified Management position of Program Manager, Nursing in the Health Services Department in Family, Schools & Community Partnerships; and

**WHEREAS**, the job description stated, in part, "Provide on-going supervision, evaluation and training of nurses and other staff as assigned."; and

**WHEREAS**, it is requested the word "evaluation" be eliminated from the job description of Program Manager, Nursing, and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby approves a revised job description for the position of Program Manager, Nursing, as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., April 26, 2012.

Passed by the following vote:

**AYES:** David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman, Vice President Jumoke Hinton Hodge and President Jody London

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Noel Gallo

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 25, 2012.

Edgar Rakestraw, Jr.  
 Secretary, Board of Education  
 Oakland Unified School District



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# OAKLAND UNIFIED SCHOOL DISTRICT

## Position Description

<b>TITLE:</b>	<b>Program Manager, Nursing</b>	<b>REPORTS TO:</b>	<b>Assigned Supervisor</b>
<b>DEPARTMENT:</b>	<b>Health Services/Family, Schools &amp; Community Partnerships</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR/HOURS</b>	<b>261 days/7.5 hours (FT) or as assigned</b>
<b>ISSUED:</b>	<b>Created: January 2012 Revised: April 2012</b>	<b>SALARY GRADE:</b>	<b>ADCL 15</b>

**BASIC FUNCTIONS:** Provide oversight of Health Services systems and staff under the direction of the Health Services Coordinator. Responsible for planning, implementing, coordinating and evaluating school health services that: 1) maximize the quantity of in-class time by reducing the incidence of health related absenteeism, 2) eliminate or minimize health problems which impair learning, and 3) provide the optimal level of wellness for students, families and staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.

### E = Essential Functions

Coordinate and provide leadership in the establishment, review and implementation of department policies, procedures, protocols and systems by identifying strengths and gaps. Assure such policies and procedures adhere to legal and regulatory requirements. **E**

Assist school sites in the assessment of students' health needs and the implementation of health-related programs and services in alignment with District priorities to ensure equitable and optimal health outcomes/services for all students. **E**

Collaborate with local and state health departments to monitor and manage communicable diseases in schools, and develop and participate in disease prevention and outbreak management programs within schools. **E**

Document, compile and submit a variety of reports to ensure compliance with federal, state, and District health laws and mandates. **E**

Provide oversight of mandated services such as vision and hearing screening to remove barriers to academic success. **E**

Review and analyze Health Services and other District health data and reports to identify and determine key areas for program improvement and expansion. **E**

Prepare and present key goals, programs, plans, and accomplishments to inform District leaders, agencies, community partners, and service providers. **E**

Provide oversight of department budget in collaboration with Health Services Coordinator to ensure fiscal compliance. **E**

Serve as a member of the District's Section 504 Coordination Team to ensure compliance with federal law and provision of appropriate accommodations for students with disabilities. **E**

Facilitate collaborative partnerships with service providers, community partners and other agencies to align program goals and resources for health services. **E**

Collaborate with other District departments to align health-related services and supports. **E**

Attend trainings and collaborative sessions to coordinate activities and programs, resolve issues and conflicts, share best practices and disseminate knowledge. **E**

Provide on-going supervision and training of nurses and other staff as assigned. **E**

Assess professional development (PD) needs of school nurses and create annual PD calendar to ensure best nursing practices. **E**

Identify and apply for funding opportunities that support District health and wellness priorities.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**TRAINING, EDUCATION AND EXPERIENCE:**

Bachelor of Science Nursing (BSN)

Public Health Nursing Certificate (PHN)

Master's degree in nursing or a related field

Minimum of six years experience working in school nursing, preferably in an urban school district

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Registered Nurse License

Valid California School Nurse Services Credential

Administrative Credential preferred

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures governing work scope

Methods to interpret, apply and explain rules, regulations, policies, and procedures related to work scope

Diverse groups across race, ethnicity, religion, gender, class, and sexuality

Ethnic and cultural sensitivity and competence

The District's diverse community, partners and agencies

School as a non-traditional healthcare setting

Development, management and evaluation of school health programs

Program management, including personnel supervision

Leadership, networking and collaboration

Fiscal management

Correct English usage, grammar, spelling, vocabulary and punctuation

Data entry, report writing and record-keeping techniques



Telephone techniques, systems and etiquette

Interpersonal skills using tact, patience, courtesy and respect

Presentation, communication, and public speaking techniques

Computer software, hardware, and related technology

**ABILITY TO:**

Interpret, implement, and maintain current knowledge of applicable laws, codes, policies, procedures, and District regulations governing work scope

Maintain current knowledge of new developments related to work scope

Recommend and assist in the formulation and implementation of operating procedures and policies

Demonstrate cultural competence with diverse groups across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective working relationships among diverse groups of students, parents, District staff, and the community across race, ethnicity, religion, gender, class, and sexuality

Establish and maintain effective and working relationships with multi-faceted public and private agencies and District departments

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Model effective communication skills using tact, patience, and courtesy to understand and respond to the needs and expectations of team members and customers

Understand and follow oral and written directions

Work independently

Maintain accurate and confidential records

To interpret and explain records, reports, activities, healthcare programs/plans, accommodations and medical interventions

Prepare and deliver clear and concise presentations to a variety of audiences

Complete work as directed despite frequent interruptions

Prepare and monitor the program's budget to ensure fiscal responsibility

Operate personal computer, related software, and other office equipment

Meet District standards of professional conduct as outlined in Board Policy

Plan, coordinate and supervise the work of others

Cross-train department personnel

**WORKING CONDITIONS**

**ENVIRONMENT:**

Office environment and school sites; driving a vehicle to conduct work; fast-paced work, constant interruptions, potential contact with blood and other body fluids, potential contact with blood borne pathogens and communicable diseases.

**PHYSICAL REQUIREMENTS:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

**OTHER PHYSICAL DEMANDS:** Respond to emergency/life-saving situations which could require rapid response that would necessitate running.

**NON-DISCRIMINATION POLICY**

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



# Family Schools Community Partnerships Organizational Chart 2011-12

As of 04-02-12

