

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Superintendent of Schools

January 25, 2012

Legislative File	
File ID Number:	11-3259
Introduction Date:	1/25/12
Enactment Number:	12-0204
Enactment Date:	1-25-12
By:	B

TO: Board of Education

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

SUBJECT: Creation of a Classified Management Position – Health Services Department in Family, Schools & Community Partnerships

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0103 – Creation of a Classified Management position in the Health Services Department in Family, Schools & Community Partnerships.

DISCUSSION

Health Services is expanding and evolving in alignment with the District’s Strategic Plan in building a Full Service Community School District. To provide obligatory, equitable, holistic, and comprehensive health services to all students and the responsibilities of managing nursing staff, data collection, and monitoring and analyzing services to students, a Program Manager for Nursing services is required to ensure leadership, management of various health related programs and to ensure equitable services for all students.

Health Services Department

Create*

Position Title/FTE

Program Manager, Nursing (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 15: \$70,981 - \$90,601

12 months, 261 days, 7.5 hours

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

BUDGET IMPACT


This position will be funded by TIIG funds.

*The funds from 2.0 FTE School Nurse vacancies, produced through normal attrition, will be redirected for the above position.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0103 – Creation of a Classified Management position 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. 1112-0103

- Creation of a Classified Management Position in the Health Services -

Create

- Program Manager, Nursing -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, This position aligns with the Superintendent's priority of community-based schools and to enhance servicing our students, schools and community, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves the Creation of the Classified Management Position – Program Manager, Nursing - attached hereto and confirms said position's placement on the salary schedule listed below effective 12:01 a.m., January 12, 2012:

Health Services Department

Create*

Position Title/FTE

Program Manager, Nursing (1.0 FTE)

Salary Schedule/Range

Salary Schedule: ADCL

Range 15: \$70,981 - \$90,601

12 months, 261 days, 7.5 hours

*The funds from 2.0 FTE School Nurse vacancies, produced through normal attrition, will be redirected for the above position.

and,

BE, IT FURTHER RESOLVED, that the Board authorizes 1.0 FTE for the position of Statistician.

Passed by the following vote:

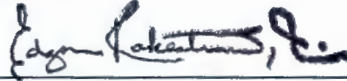
AYES: Christopher Dobbins, Noel Gallo, David Kakishiba, Vice President Jumoke Hinton Hodge,
President Jody London

NOES: None


ABSTAINED: None

ABSENT: Gary Yee, Alice Spearman

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 January 25, 2012.



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

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

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

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 indentifying 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, evaluation 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 age, creed, sex, race, ethnic background, marital or veteran status, national origin, disability, sexual orientation, or religion.

- = Core Functional Units
- = Adult Ed Flex Funded Positions

**Associate
Superintendent
Family, School and
Community Partnerships
Curtiss Sarikey**

Executive Director TBH

