

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: **Manager: Student Health and Safe Schools**
Reports to: **Chief Quality Assurance Officer**

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate. Holds a Master's Degree in Social Work, Guidance, or related area from an accredited program. Five (5) years experience (elementary and secondary preferred). Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To develop and supervise programs that assist students in their personal development; and facilitate other health related programs offered by the district; to coordinate the Teenage Parent Program and related ancillary services; and to administer safe schools programs.

Essential Duties and Responsibilities:

1. Monitors implementation of health services requirements outlined in Florida Statutes and School Board policy; monitors immunizations/school physicals; attends to health issues; schedules CPR/first aid and other training for health room personnel; coordinates contracts and budgets; and other related duties.
2. Monitors Safe and Drug Free Schools state and Federal requirements; develops related grants; compiles required data; submits reports to the Superintendent, School Board and Department of Education; facilitates the Advisory Council; oversees grant implementation, PreK-12; monitors budgets; and other related duties.
3. Coordinates comprehensive health education as addressed by Florida Statute (FS 233.061 {2} {m}).
4. Coordinates the Teenage Parent Program, T.A.P.P. (F.S. 230.23166); contracts and supervises health services, social services for pregnant and parenting teens; contracts and monitors child care and related services for children of eligible teens; makes home visits as needed.
5. Coordinates services and training for the Guidance Counselors and Psychologists.
6. Monitors the budget for Full Services Schools Program.
7. Oversees the budget for all job related programs: itemizes budgetary needs, develops an annual budget, monitors expenditures.
8. Serves as liaison for School Improvement in assigned schools.
9. Serves on the District's Crisis Intervention Team.
10. Represents the district on community agency committee as assigned.
11. Provides in-service activities and presentations for schools, community groups, and other appropriate groups upon request.
12. Supervises and administers funding for safe schools program.
13. Coordinates other student health services, including school nurses.
14. Prepares grants which support district programs related to job responsibilities.
15. Abides by all policies of the Okaloosa County School Board.
16. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Twelve months. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual evaluation conducted by supervisor in accordance with School Board policies and state laws.