

Killeen Independent School District Job Description

Job Title: Chief Medical Officer for Health Services
Reports To: Superintendent of Schools
FLSA Status: Exempt

SUMMARY

Leads and manages the District's Health Service programs and works with District Administration to provide professional medical consultation to include serving as a liaison to the community and district shareholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides clinical supervision of nursing practice for all licensed registered nurses in accordance with the Texas Nurse Practice Act; Texas Administrative Code; Texas Health and Safety Code; and KISD Board policy, KISD regulations, and health services guidelines.

Collaborates with District administrators to draft and review KISD Board policies and regulations relevant to school health services and health services guidelines.

Co-chairs the KISD School Health Advisory Council in compliance with Texas Administrative Code to promote community engagement in KISD's coordinated school health program.

Assists with the implementation of School Behavioral Health initiatives throughout the district.

Coordinates with Athletic and Fine Arts departments on protocols for athletes, band, and drill team participants to include physicals and concussion protocol.

Supports the KISD Sick Leave Bank Committee by interviewing applicants for health history relative to the claim, presenting cases to the committee, and answering committee members' medical questions as applicable.

Participates as a member of KISD's Safety Committee providing input relating to health and safety.

Promotes the professional development and continued clinical competency of school health services staff by coordinating, planning, and delivering education related to current, evidence-based school nurse practice.

Assists in the determination of appropriate and reasonable employee ADA (Americans with Disabilities Act) accommodations.

Provides quality leadership development of KISD nurses to promote a supportive and educated leadership team who clearly articulate District expectations, sets high standards for Health Services staff and assists staff to achieve goals.

Ensures compliance with Texas Department of State Health Services (TDSHS) state mandated screening guidelines and directs the compilation of annual District reports as required.

Ensures compliance with TDSHS immunization requirements to bolster student safety and reduce the spread of vaccine preventable communicable illness.

Reports communicable illness to TDSHS as required by the Texas Health and Safety Code, and guides campus response and notifications to potential communicable illness exposure, paying special attention to student and staff safety.

Collaborates with District departments to provide health awareness education to appropriate staff.

Conducts screening interviews for registered nurse (RN) positions, directing qualified RN applicants through the hiring process.

Responsibly manages Health Services budgets in accordance with KISD guidelines.

Provides oversight of KISD's AED (Automated External Defibrillator) program ensuring readiness of all KISD devices.

Provides input for RN annual performance appraisals and conducts performance appraisals for Health Services assigned staff.

Conducts a quality Health Services staff orientation program to include mentorship and clear articulation of District expectations.

Gains appropriate contract approval for agreements with external agencies.

Performs other duties as assigned by KISD administration.

Regular and reliable attendance is an essential job function.

SUPERVISORY RESPONSIBILITIES

Leads, coordinates, and assists in supervising school nurses and related healthcare personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Medical Doctoral Degree (M.D. or D.O.) from an accredited college or university, required.

A minimum of three (3) years of successful experience as a licensed, practicing physician preferred.

Strong organizational, communication, and interpersonal skills; knowledge of community medical and health care services.

Ability to organize, direct, coordinate, and evaluate health services delivery system.

Ability to manage budget and personnel.

CERTIFICATES, LICENSES, REGISTRATIONS

Registered, licensed physician in the State of Texas.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general medical and educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, medical correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from Board of Trustees, administrators, principals, staff, applicants, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram forms, and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close-up work with computer video displays.

WORK ENVIRONMENT:

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. District-wide travel to multiple campuses. The noise level in the work environment is usually quiet/moderate. Occasional work during the weekends and evenings for special school functions. Maintain emotional control under stress. Occasional district travel. Potential exposure to bacteria and communicable diseases

Revised Date: September 7, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.