



Director I – Employee

Occupational Health Strategy

Director

Position Details

Job Code: U7100

Reference Code: A207

Division/Unit: Student Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to oversee strategic health initiatives for all employees of the Clark County School District. This position will also work with District Leadership in creating, communicating, executing, and sustaining these health initiatives for all employees. Responsibilities include having the knowledge and understanding of current evolving health concerns, leading the District's planning to address those concerns, and implementing high priority health initiative. Additionally, this position will act as a liaison between CCSD and the local, state, and federal health community, providing the recommendations to prevent, control, and contain disease outbreaks such as COVID-19. The position will work closely with the Directors of Health Services and Risk Management to ensure continuity between student and employee health initiatives and policies. This position is directly responsible to the Executive Director/Director IV, Support Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serve as liaison between CCSD and the local, state, and federal health community, providing recommendations to prevent, control, and contain disease outbreaks, such as COVID-19 for employees.
2. Collaborate with Health Services Department to ensure continuity between student health initiatives and employee health initiatives.
3. Collaborate with CCSD Communications staff to develop media campaign and responds to specific media inquiries involving employee health issues.
4. Develop and implement employee health procedures/crisis response plans, as well as provides oversight of any employee health vendors or internal staff.
5. Organize, establish, and provide an orientation program for employee health staff.
6. Serve as a Department representative for various public and private organizations, community groups, and other organizations on employee health issues; provide support to a variety of committees and/or commissions.
7. Provide technical information, develops, writes reports, and conducts training on for various employee health related incidents including biohazard events, biochemical agents, pandemics or communicable disease outbreaks, and other events affecting employee health.
8. Attend District administrative meetings, as assigned.
9. Oversee communicable disease surveillance for District employees in collaboration with the Southern Nevada Health District (SNHD).
10. Supervise employees involved in the planning, designing, coordinating, and monitoring of employee health related procedures and tracking mechanisms.
11. Work closely with Human Resources Division (HRD) and Risk Management to address illness or injury to staff, assist in crisis response plans, and risk assessments necessary to prevent future occurrences.
12. Prepare and manage annual budget to include creating and administering any state or federal grants.
13. Participate in negotiations with employee bargaining units for initiatives involving employee health programs and/or surveillance efforts.
14. Perform other duties related to the position, as assigned.

Position Expectations

1. Knowledge of laws and regulations that govern occupational/employee health.

2. Knowledge of laws and regulations that govern student health.
 3. Thorough working knowledge of federal, state, and local mandates regarding communicable disease surveillance.
 4. Knowledge of current local health issues impacting District staff (i.e., COVID-19 pandemic).
 5. Knowledge of recommendations to prevent, control, and contain disease outbreaks, such as COVID-19.
 6. Knowledge of Health Insurance Portability and Accountability Act (HIPAA).
 7. Knowledge of Occupational Safety and Health Administration (OSHA) standards and employee health screenings or procedures related to employees to remain compliant with those standards.
 8. Ability to communicate clearly both verbally and in written format.
 9. Ability to develop, implement, and interpret diagnostic procedures.
 10. Ability to work cooperatively with staff, administrative personnel, and representatives of community organizations.
 11. Awareness of community needs, problems, and organizations, and the relationship of these to health and wellness.
 12. Ability to provide in-service training to personnel on an as needed basis in health initiatives.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in healthcare administration, school-based health position or have five (5) years of successful supervisory experience in occupational health related field.
2. Three (3) years training/experience in the medical or occupational health related field.

Preferred Qualifications

1. One (1) year experience in a quasi-administrative position in a governmental or educational institution.
2. Nevada License as a Registered Nurse.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/05/22
- Created: 01/13/21