



GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

JOB DESCRIPTION

Job Title: Health Services Director

Category: Full-time/ Non-Thai

Division: Health Services

Reports to: COO

POSITION PURPOSE & DESCRIPTION

The director leads the Health Services department in supporting student and staff success by promoting physical, emotional, mental, social, and spiritual health through assessment, intervention and follow-up. The Health Services Director implements, updates and establishes school health policies and procedures. The Health Services Director provides leadership for the department in accordance with the goals and vision of GIS.

GENERAL QUALIFICATIONS

- Is a mature Christian
- Degree in nursing required
- Current nursing license required
- Experience working with children and adolescents
- Embrace Christian faith and values
- Good physical health
- CPR/AED certification required. Instructor certification preferred.
- Thai driver's license preferred
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

CHARACTER QUALIFICATIONS AND EXPECTATIONS

Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

Talent Management

- Makes it a priority to develop his/ her staff members
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.
- Is a relational leader who is present and approachable; knows what is going on in each division
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

CHRISTIAN CONDUCT/ MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

MAIN TASKS AND RESPONSIBILITIES

- Seeks to give Christ-centered, compassionate care to students and staff.
- Seeks counsel from the licensed Thai nurse regarding nursing regulations.
- Establishes, implements and updates school health policies and procedures.
- Advises administration on matters pertaining to school health, individual student health, and safety issues.
- Collaborates with administration on disaster planning (Lock n' Drop, Pandemic Flu, etc.).
- Collaborates with the Education Support department, principals, teachers and parents regarding individual education plans/accommodation plans for students with medical disabilities.
- Coordinates classroom health teaching.
- Maintains financial records for the department budget.
- Coordinates hearing screening with the Education Support Department.
- Coordinates first aid, CPR/AED, universal precautions/HIV training for all staff.
- Reports any serious illness or injury to supervisor and principal (when applicable).
- Delegates to the Health Services Associates as needed:
 - Provides nursing care to students and staff including dispensing medication according to parental request. Assess the need for students or staff to be sent home or to a medical facility due to illness or injury. Refers parents or staff to local medical resources.
 - Keeps confidentiality in relation to patient conditions unless doing so endangers patients or others. Provides information as necessary to teachers and administration regarding health issues.
 - Reports any suspicion of a threat to a child's well-being to Child Safety Officer. Notifies supervisor and HR in the event of a staff member having suicidal ideation.
 - Reports any suspected communicable disease local authorities.
 - Documents nursing actions in patient chart and other appropriate areas.
 - Regularly inventories & restock medical supplies and first aid kits. Updates list of emergency contact phone numbers and medical forms for field trips and in case of emergency.
 - Reviews student and staff physical exam, TB screening and vaccination records. Assists with monthly vaccination clinics.
 - Provides health education to students, staff and the wider community (e.g. bulletin board, parent/teacher notices, school events, in the classroom, etc) as directed by the HSD.
 - Translates documents and communication to/from English as directed by the HSD. Supports partnerships with community services (ie local hospitals).
 - Assists athletic trainer with first aid coverage at athletic events.
 - Provides medical care to student or staff while en route to hospital.
 - Documents monthly trends in office visits.
 - Attends professional development conferences as directed by the HSD.