

**DIRECTOR OF STUDENT HEALTH SERVICES**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=239202>

Downloaded On: Jul. 16, 2024 4:50pm

Posted Jul. 10, 2024, set to expire May 23, 2025

<b>Job Title</b>	DIRECTOR OF STUDENT HEALTH SERVICES
<b>Department</b>	Director
<b>Institution</b>	San Jose/Evergreen Community College District San Jose, California
<b>Date Posted</b>	Jul. 10, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Other
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**Job Description**

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**DIRECTOR OF STUDENT HEALTH SERVICES**

**San Jose/Evergreen Community College District**

**Close/First Review Date:**07/28/2024

**Work Location:** San Jose City College

**Position Description:**

**POSITION SUMMARY**

This faculty position is a full-time, 100% FTE (11 Months, July - May), Tenure Track position as the

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Director of Student Health Services in the Division of Student Affairs located at San Jose City College.

Assignment may include day and evening responsibilities. Some workdays may be assigned outside the eleven-month academic calendar.

This position is represented by the San Jose/Evergreen Federation of Teachers, AFT 6157.

### **DUTIES AND RESPONSIBILITIES**

1. Coordinate all aspects of planning, funding, staffing, delivery and evaluation of programs, activities, and services assigned to Student Health Services in compliance with fiscal and educational standards set by Title 5 of the California Education Code, district policies, and other relevant laws and regulations.
2. Collaborates with area administrator to screen potential employees and provide orientation, training, and other professional development opportunities to Student Health Services assigned personnel.
3. Provides leadership on revising college and district board policies, administrative procedures, and other written protocol and guidance as it relates to health and safety.
4. Triage health and medical needs of students requesting services from Student Health Services.
5. Assists Student Health Services health and medical personnel as needed and performs health and medical procedures as ordered.
6. Provides health and medical counseling and orientation to colleagues and students on an individual and group basis.
7. Responds or directs appropriate Student Health Services personnel to evaluate medical emergencies and contact first responders for assistance, transport, and referral.
8. Refer students to off-campus entities for health and medical assistance and attention when appropriate.
9. Oversees and administers electronic medical records program and related software. Maintains, updates, and sets up clinical schedules for health and medical care providers.
10. Reviews and orders medication, equipment, and medical supplies in collaboration with Student Health Services personnel and area administrator.

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11. Stays current with public health advisories, regulations, and best practices (including adult immunizations and vaccinations) from entities including, but not limited to, the Centers for Disease Control and Prevention (CDC), California Department of Public Health, and Santa Clara County Public Health Department.
12. Maintains clinic and lab policies and procedure standards to meet compliance with appropriate external regulatory bodies including, but not limited to, Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments, and others, as applicable.
13. Provides direction to Student Health Services personnel in performing their assigned duties and responsibilities and ensures they are working within their scope of practice and/or job description.
14. Collaborates and leads mental health counseling activities, programming, and services for students with assigned mental health colleagues.
15. Leads institutional efforts working with third parties to provide programming and services plus applicable access and training related to Family Pact Program, Medi-Cal Administrative Activities, and others, as assigned.
16. Work with the Student Affairs managers to align Student Health Services programming and services with the College and Districts student recruitment, retention, persistence, and success initiatives.
17. Ensure the validity of student eligibility for all programs in accordance with designated requirements; oversee over-the-counter medication, first aid kit supplies, or other required supplies.
18. Provide leadership for the assigned annual budget and program review, including improvement and development; systematic assessment of service area outcomes; and review and recommend changes to maintain relevance of programs and to meet student and community needs.
19. Provide oversight and leadership of advisory committees with appropriate membership from community agencies, county, business, high schools, colleges, and other appropriate entities.
20. Research grant opportunities and prepare proposals in areas of responsibility. Seek additional and alternative funding for programs and activities.

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21. Lead regular standing meetings with program assigned personnel to facilitate communication and collaboration.
22. Oversee and coordinate colleague work schedules and workload assignments with area administrator.
23. Assist with the evaluation of the performance of assigned personnel with the area administrator; interview and participate in selecting new employees; orient, train, and counsel personnel according to established policies and procedures.
24. Manage and administer budgets for assigned programs. Maintain accounting for funding of assigned programs; oversee preparation of state reports and ensure timely and accurate submission.
25. Serve and represent the College and District on committees, participate in shared governance, and meet with community and educational advisory committees as assigned. Serve as the Colleges liaison with the California Community College Chancellors Office.
26. Adapt methodologies for students with special needs and different learning styles.
27. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
28. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
29. Participate in faculty responsibilities such as: course and curriculum development and review, student learning outcomes and assessment, program review, committees, research and special projects as needed in the discipline/department or district.
30. Attend and participate in department, division and college meetings and keep posted office hours.
31. Foster a professional work and learning environment.

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32. Perform other duties as required by the Collective Bargaining Agreement.

**Required Qualifications:**

**EDUCATION AND EXPERIENCE**

1. Masters degree in Nursing and a California Public Health Nurse certificate;

OR

Bachelors degree in Nursing, a California Public Health Nurse certificate, and a Masters degree in Health Education, Sociology, Psychology, Counseling, Health Care Administration, Public Health or Community Health

OR

\*The Equivalent

(NOTE: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.)

**Desired Qualifications:**

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1. Prior professional experience working with students in an academic setting.

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups

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historically underrepresented, and groups who may have experienced discrimination.

- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

### **Salary Range:**

\$102,128 to \$140,193 Entry Level Annual Salary (11 Month Academic Salary Schedule 2024-2025); Maximum Salary Potential \$181,697. Note: Actual Salary placement is based on candidate's verified education and experience.

### **Benefits:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Faculty also receive paid sick leave.

**To be considered for this position please visit our web site and apply on line at the following link: <https://sjeccd.peopleadmin.com/>**

### **About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as



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encouraging applications from all qualified, outstanding applicants.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Director

San Jose/Evergreen Community College District

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