

Health Director

Windward School is a grade 7-12 college-preparatory, independent day school in vibrant West Los Angeles. Windward faculty and administrative leaders continually seek best practices and educational partnerships to help our students and faculty pursue their passions, engage in cutting-edge work, and lead meaningful lives.

Windward's mission, as a college-preparatory school, is to challenge each student to achieve academic excellence in a nurturing environment. Windward teachers, parents, and administrators work as a team to encourage each student to be responsible, caring, well-informed, ethical and prepared, thus promoting the fullest development of the individual.

We are seeking a Health Director to serve as a key collaborative member of the Windward Community, promoting a safe and healthy campus environment in a welcoming and inclusive approach. The Health Director will serve as a primary resource to the school throughout the school day, helping support the assessment, evaluation and management of illness and basic injuries. Additionally, this position will partner and assist with the Athletic Medicine team in identifying treatments and basic rehabilitation programs for athletic-related injuries.

This position is responsible for developing and implementing health and safety policies and procedures in support of the school's mission and in compliance with federal, state and local laws. The position is responsible for maintaining updated health records and files (via Magnus Health platform), communicating with parents/guardians as necessary and providing general health guidance to families as appropriate.

The position will serve as an essential member of the Windward School Health and Wellness Team. This team includes leadership from Sports Medicine, Peak Performance Center, and Division Counselors. All Team members will establish and maintain clear lines of communication focused on the overall health, well-being and support of the Windward community members. As a unified team, they will provide guidance to administration, faculty and staff and others regarding students' specific health issues which may impact their campus experience.

A typical daily schedule (Monday-Friday):

- 7:30 a.m. - 3:30 p.m. - community resource, daily tasks and responsibilities

Full-time position reports to the Director of Risk Management and Infrastructure, and a delegated member of the Administrative Team.

KEY RESPONSIBILITIES:

- Under the guidance of a person's primary care provider or team, provide basic health care to students and community members (faculty/staff) on campus, and assist with their health plans as needed.

- When requested by parents/guardians, support and provide resources for the health of the students in regards to illnesses, chronic conditions, and diseases.
- Act as liaison with physicians, students, athletes, coaching staff, parents/guardians, and other allied health professionals on the status of student wellbeing and return to campus protocols.
- Channel any mental health concerns to the appropriate division counselor, partnering with them as appropriate..
- Keep the appropriate division directors and their teams apprised of any serious health concerns or issues with students in their division. Consult with the division team before sending students home for health reasons in order to make sure there is not a school avoidance issue or other extenuating circumstance.
- Perform necessary COVID test screenings as they may relate to school activities.
- Provide access to over-the-counter medication for students in accordance with physician directions, applicable school policy, and legal guidelines, and ensure required documentation.
- Maintain and distribute prescription medications that students need to take during the school day.
- Maintain appropriate medical records of illnesses, injuries, treatment plans, and progress (Magnus Health and SportsWare).
- In partnership with the Athletic Medicine Team, manage Magnus Health electronic medical record system and ensure all students have appropriate forms completed.
- Maintain strategic partnerships and follow mandates set by team physicians at CHLA, State, Local County and Community Health Officials.
- Recognize and assess basic athletic injuries.
- Counsel the community on proactive steps to enhance health and wellness.
- Inform faculty, staff, and students of proper medical procedures and policies as they relate to school wellness, learning and activities.
- Attend school retreats and other events to engage in the life of the school, and to provide medical emergency and acute injury care coverage to students. This could include occasional overnights.
- If needed, conduct staff training on health-related matters in the school setting, e.g. chronic health conditions, emergency medication, diabetes monitoring, communicable disease, first aid, etc.
- Promote health-related habits (e.g. proper hand-washing) and ensure compliance with national and local health policies for schools.
- Assist in the control and prevention of communicable disease by coordinating with community public health agencies and providing information to staff, students, and parents about protective measures against communicable diseases.
- Assist in planning for emergency care for illness or injury of students/staff on school premises, including development of emergency care plans for students with life threatening conditions.
- Serve as a member of Safety & Risk Management Committee.

- In partnership with the Operations Team, serve as liaison to the County Health Department for any necessary related issues, including all reporting and documentation.
- Other duties as assigned.

REQUIRED/DESIRED QUALIFICATIONS:

- Bachelor's Degree + Health-Related Certification at minimum
- 3-5 years experience minimum in a relevant capacity - clinical practice, health policy, athletics/education (not necessarily in a school setting, though that is desired)
- Clinical professional (Certified Athletic Trainer, EMT, Paramedic; Registered/ Licensed nurse preferred).
- Must maintain current certification in CPR and First Aid.
- Current Basic Life Support (BLS) Certification.
- Prior experience in the educational sector is a plus.
- Ability to present a warm and welcoming presence to all school community members.
- Provide health and wellness resources on an individualized approach.
- Exceptional interpersonal communication skills. Ability to work successfully with students, teachers, administrators, and parents and to communicate effectively and in a timely manner, both orally and in writing.
- Fulfill the mandated reporting responsibilities related to child abuse and neglect.
- Adherence to all standards of Occupational Health and Safety Administration (OSHA) standards for handling Blood Borne Pathogens.
- Adherence to the Health Insurance Portability and Accountability Act (HIPAA) standards.
- Ability to handle stress calmly and effectively in emergency situations.
- Ability to follow and enforce safety procedures.
- Ability to stay current on continuing education units to maintain certifications.

This is a great chance to be part of a dynamic, close-knit, independent school culture and community. We offer competitive compensation and benefits, including:

- Medical, dental, vision insurance
- Paid Holidays, Vacation and Wellness days
- Retirement Plan, including up to 6% employer match
- School-paid Life and Disability Insurance
- Flexible Spending Account Plans
- Annual \$2,000 FlexCheck
- Annual \$2,000 Lunch Allowance
- Access to Peak Performance Center to promote physical and mental health
- Wellness Initiatives
- Employee Assistance Program
- Tuition Remission

- Funds for Professional Development, Certification Renewal, and Continuing Education.
- Nurturing, supportive and inclusive community
- And much more!

Salary Range: \$84,000 - \$125,000, depending on experience.

For more information about Windward, see our website: www.windwardschool.org.

To Apply: All interested candidates should submit a resume and a letter of interest via the Apply link (copy and paste in a new browser):

<https://recruiting.paylocity.com/recruiting/jobs/Details/1514345/Windward-School/Health-Director>.

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