



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Health Services Director

Category: Full-time/ Non Thai or Thai

Division: Health Services

Reports to: Superintendent

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).

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.

PURPOSE

To supervise the health care services provided at GIS to ensure the health and safety of GIS students and staff, including health promotion, health educational training, and managing health care staff. The health services director also implements, updates, and establishes school health policies and procedures in accordance with the goals and vision of GIS.

QUALIFICATIONS

- Degree in nursing required
- Current nursing license required
- Experience working with children and adolescents
- Embrace Christian faith and values
- Good physical health
- Fluent in English
- Experience working in International or multi-cultural.

January 2016

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

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DESCRIPTION OF RESPONSIBILITIES

- Works in the high school health services division office alongside the high school and elementary health services associates to provide routine first aid care and treatment for students and staff according to GIS nurse policy and procedures.
- Provides advice concerning medical and health issues and/or local references for professional medical assistance as required.
- Advises administration on matters pertaining to school health, individual student health, and safety issues.
- Establishes, implements, and updates school health policies and procedures
- Works with the food services director to ensure that nutritious and healthy meals are provided and that foods sold on campus at the snack bar also follow established nutrition standards.
- Provides nursing care and health advice to students and staff including dispensing medications according to parental request and assessing students to be sent home or to a medical facility due to illness or injury.
- Provides information to teachers and administration on health issues or student conditions as deemed necessary.
- Coordinates first aid care for after school activities and at games and tournaments at GIS.
- Maintains and ensures confidentiality of updated medical record files for each student enrolled at the school.
- Maintains a current master folder of emergency contact numbers (for evacuation or emergency treatment outside of the nurses' office).
- Provides and maintains first aid kits and emergency forms for field trips as requested
- Oversees the maintenance of first aid kits in the physical education department as requested as well as the classroom first aid/clean up buckets.
- Prepares and updates health services documents and forms.
- Maintains medical supply stock for nurses' offices and first aid kits.
- Formulates and maintains financial records and accountability for health services division budget.
- Reviews vision and height/weight records from physical exam records to assure that all students have been screened annually if not completed with the required annual physical.
- Coordinates hearing screening with special needs division.
- Provides health training as required for all GIS staff (First Aid, CPR/AED, Child Protection, Sexual Harassment Prevention).
- Seeks opportunities to provide health promotion and education to students, staff, and the wider community (e.g. bulletin board, parent/teacher notices, school events, in the classroom etc.).

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