

# Medical Director - BOCES Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 7/2023 by HB

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

Possession of a current valid license and registered to practice medicine in New York State, and two years of experience as a practicing physician.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists at Tompkins Seneca Tioga BOCES (TST) and primarily involves responsibility to provide medical expertise to the TST BOCES and the component districts. The State Sanitary Code requires that a non-medical administrator have professional medical input in those matters requiring a licensed physician's determination. The TST BOCES and component districts rely on the Medical Director for advice and guidance in connection with a variety of medical matters, such as preventive medicine, immunizations, disease outbreaks and other related details. The work is performed under the general direction of TST's District Superintendent with wide leeway allowed for exercise of independent professional judgment in carrying out details of work. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Advises the TST BOCES District Superintendent and nursing, nutrition, and other staff in a variety of health areas such as disease problems, policies regarding conducting clinics,
- Advises TST BOCES District Superintendent and other school staff on a variety of health-related issues including but not limited to policies and procedures, disease mitigation strategies, medical aspects of school health, immunizations and pediatric care - Medical aspects of public or school health nursing, etc.;
- Interprets health problems and issues to public officials, heads of other governmental agencies and elected and appointed officers of various levels of government in the County;
- Acts as a liaison between school districts and the medical communities, hospitals, primary care offices, mental health organizations and local health department.
- Keeps the TST District Superintendent informed on school health, medical needs and mental health changes which may involve TST BOCES or the component districts, and advises on policies, procedures and strategies accordingly;
- Aids in overseeing a program for control of communicable diseases by advising investigative staff in detection, treatment and analysis of statistical and other factual data;
- Supervises the PAs and the physical/mental health work with TST BOCES and component districts;
- Provides standing medical orders for immunizations and emergency care such as EpiPens and Narcan, and
- Participates in professional conferences and training programs to keep abreast of new developments in the field of public health, pediatrics and school health;
- Arranges for in-service training of staff in a variety of public school health matters;
- Prepares a variety of public relations material such as news releases, articles, radio and television announcements relative to public health matters;
- Speaks before groups and organizations regarding the functions and activities of TST BOCES and the component districts;

- Prepares a variety of records and reports related to the work.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of the sciences underlying, and of the principles and practices of medicine as applied to pediatrics and school health;
- Thorough knowledge of the principles and practices of pediatrics and school health, and of the diagnosis and treatment of communicable diseases
- Ability to advise on planning, directing and evaluating school health programs;
- Ability to deal with the public on projects related to school health;
- Ability to speak before groups on school health matters
- Ability to prepare and analyze technical and statistical reports;
- An interest in maintaining a high standard of professional ethics.
- The employee's physical condition shall be commensurate with the demands of the position.

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