

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF HEALTH SERVICES

POSITION: Supervisor of Health Services

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

Under the general supervision of the Director of Student Services, the Supervisor of Health Services manages the delivery of direct health services to St. Mary's County Public Schools (SMCPS) students; oversees and evaluates nursing staff practice and the health services program. The Supervisor of Health Services works cooperatively in coordinating health services in accordance with the Board of Education of St. Mary's County policies and regulations, the Maryland Board of Nursing and State of Maryland regulations, the Maryland State Department of Education and federal laws. The Supervisor of Health Services plans and provides staff development for school nurses (RN and LPN) and demonstrates professional leadership in all contacts with school system personnel and the public.

ESSENTIAL FUNCTIONS:

- Assumes responsibility for the development, implementation, and evaluation of the Health Services program;
- Coordinates the training of and assigns school nurses (RN and LPN) and substitute school nurses as appropriate;
- Assumes responsibility for the substitute school nurse program;
- Serves as system coordinator for the Hepatitis B Clinic;
- Serves as system coordinator for the CPR/FA/AED Program;
- Serves as system coordinator for the Anaphylaxis Training and Response Program;
- Serves as system coordinator for the Diabetes Training and Response Program;
- Serves as system coordinator for the Flu Vaccine Program for Students and Staff;
- Serves as system coordinator for the Naloxone Training and Response Program;
- Serves as system coordinator for the school nurse(s) and the emergency shelter response program;
- Develops, implements, and proposes revisions to policies, regulations, protocols and procedures related to health services;
- Provides the development and revision of health services procedures, programs and operations handbooks;

Serves as liaison with the local health department related to a school health services, communicable disease management and community emergency response;

- Serves on state, local and interdisciplinary committees pertinent to school health; and
- Demonstrates positive human relations skills.

DUTIES AND RESPONSIBILITIES:

- Assumes the responsibility for development, implementation, and evaluation of the Health Services program and staff;
- Interview, orient and assign school nurses (RN and LPN) and substitute school nurses;
- Provides leadership in the planning and provision of staff development activities for school nurses;
- Provides clinical supervision and evaluation of school nurses;
- Advises in the selection, purchase and use of health room supplies and equipment;
- Provides input and monitors budgets assigned to the health services program operation;
- Conducts staff meetings for programming;
- Coordinates health services such as clinics, health screenings and population-based health initiatives with community health care providers and partners;
- Develops, implements and evaluates the practices and procedures appropriate to specific health professions license requirements;
- Informs the Director of Student Services regarding decisions and actions affecting the department, programs and/or agency;
- Consults and collaborates with parents, teachers, school administrators and community health or social service agencies to address student's health problems and plan health services;
- Acts as a resource person to staff, school personnel, parents and other community providers;
- Works in collaboration with the Department of Human Resources with regards to placement of nursing interns throughout SMCPSS; and
- Other duties as assigned.

QUALIFICATIONS:

Applicants must possess:

- Current and valid license to practice as a registered nurse in the state of Maryland;
- Master's degree in nursing;
- Current certification in cardiopulmonary resuscitation, first aid, and AED;
- Five (5) years of experience as a School Nurse;
- National Certification in School Nursing from the National Association of School Nurses;
- Organizational, administrative and communication skills to implement and promote the health services program;
- Awareness of local and national resources;
- Knowledge of research and evaluation techniques;
- Knowledge and understanding of teaching-learning principles;
- Knowledge of federal, state and local school health laws, policies, and regulations; and
- Possess a well thought out philosophy of school health, counseling and other components of student services programs in the public schools.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range E.

BARGAINING UNIT ELIGIBILITY: SMASA