



**CITY OF NORTHAMPTON
MASSACHUSETTS**

ANN #: 20-49 R3 I/O

**NOTICE OF POSITION VACANCY
SCHOOL DEPARTMENT**

**ISSUED: 01/14/20
CLOSING DATE: 02/04/20
LOCATION: Administration/ District-Wide**

DIRECTOR OF HEALTH, SAFETY AND EQUITY PROGRAMS

- **One (1) Full-time Year Round Vacancy (40 Hrs/wk)**

DEFINITION: Skilled Administrator responsible for managing the district’s health services, school safety and equity programs. The Director of Health, Safety and Equity develops a needs assessment, plans and implements programs and provides for continuous quality assurance and evaluation for the Health Services department. She/he coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team. The Director collaborates with community providers, other community organizations and coalitions addressing health, safety and equity issues. The Director of Health, Safety and Equity should be freed from direct clinical care (unless acting as a substitute nurse when necessary) in order to fulfill her/his management and coordination responsibilities.

As a nurse registered through the Massachusetts Board of Registration in Nursing (BORN), the Director of Health, Safety and Equity must adhere to the Nurse Practice Act, pertinent regulations governing nursing practice and standards of care established by the professional organizations.

ESSENTIAL FUNCTIONS:

Needs Assessment

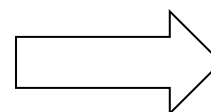
- Using available demographic, health, school system, and community data, identifies health needs of the student population;
- Collaborates with the school health advisory committee, local board of health and other community agencies in developing the needs assessment;
- Develops surveys, questionnaires and other tools for obtaining information; compiles data and presents it to decision-makers, e.g., school health advisory committee, superintendent, administrative leadership team, school committee, and mayor's office, as appropriate.

Planning

- Assumes leadership in the establishment of a school health services advisory committee consisting of representation from such groups as school administration, faculty, students, parents and community providers;
- Participates in district-wide school safety planning; review and revision of school safety plans, multi-hazard planning, crisis team trainings, etc.;
- Coordinates planning with interdisciplinary colleagues in the comprehensive school health education and health services program and community agencies as appropriate.

Implementation

- Employs, orients, assigns, and supervises qualified personnel to implement the school health program;
- Implements communication systems which promote participatory management, such as regularly scheduled meetings, and e-mail systems;
- Develops and implements written policies and protocols (with staff assistance) for the clinical services and programs addressing health issues;
- Supervises health office software utilization and updates providing professional development as needed;
- Develops and implements data systems to review trends in health status indicators, make adjustments in the health services program and provide the required aggregate data for local and state agencies;
- Provides clinical consultation to the health education staff, physical educators and other administrative and teaching staff;
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of blood-borne pathogens exposure and hazardous medical waste disposal;
- Serves as the district’s Equity Coordinator and Sexual Harassment Officer; coordinates with other administrators the reporting and tracking of incidents involving bullying and/or civil rights violations in the district;
- Seeks opportunities to interpret the health needs of school-age children and adolescents, the goals of the health services program, and the importance of health education to administrators, school committee members, faculty, families, providers, the general community, and local and state decision-makers;



- Prepares and administers the health services budget; seeks opportunities to apply for grants and other external sources of funding

- for the school health services program;
- Coordinates all aspects of the Essential School Health Services grant; attends quarterly meetings, submits monthly and annual reports, submits annual budget;
- Uses the media (local cable stations, newspapers and bulletin) and school health services website to share health promotion information, as well as to interpret the role of the school health service program;
- Presents written and oral reports regarding the school health program to the superintendent, school committee and other stakeholders.

Evaluation

- Compiles statistical and budgetary reports as required by the school system, and state and federal agencies;
- Completes ongoing continuous quality improvement programs and adjusts school nursing practice based on findings;
- Evaluates nursing and other health service staff;
- Implements a client satisfaction feedback system;
- Reviews changing trends in health needs and the outcomes of programs to determine need for revision of goals and objectives;
- Develops partnerships with local colleges and universities to (a) provide student practice in the school health programs, (b) obtain assistance with continuing education, (c) develop nursing research aimed at enhancing the body of evidenced-based practice; and (d) publish in professional journals when possible.

Staff Development

- Coordinates an ongoing continuing education program for staff to facilitate their meeting the requirements for licensure through the Massachusetts Department of Education and to maintain and expand clinical skills;
- Encourages staff to participate in pertinent conferences and workshops addressing a range of school health issues.

Other duties as assigned by the Superintendent.

RECOMMENDED MINIMUM QUALIFICATIONS:

Education and Experience:

Must have a valid license to practice as a Registered Nurse in Massachusetts;

Must possess a minimum of a baccalaureate in nursing from an accredited nursing program (a master's degree in nursing or related field is preferred);

Must be licensed as a professional school nurse by the Massachusetts Department of Education (Supervisor/Director license preferred);

Must have a minimum of three years' experience in school nursing or a related field, one of which is in a management position;

Must maintain certification in cardio-pulmonary resuscitation, including AED training;

Must assume responsibility for updating knowledge and skill in community health, management and related fields as new information emerges;

Must complete ongoing continuing education programs pertinent to the evolving specialty area of school health and school nursing practice, as well as meet the continuing education requirements for licensure in Massachusetts.

Knowledge, Ability, and Skill:

Grant writing and management skills;

Demonstrated skills that address the Professional Standards for Administrators as outlined by the Massachusetts Department of Education;

Familiarity with the Massachusetts Health Education Curriculum Frameworks;

Working knowledge of District Improvement Plan and professional development plan;

Broad knowledge of the workings of municipal government;

Ability to work independently in formulating decisions, interpreting policies and procedures and the ability to complete multiple tasks and to set priorities;

Ability to provide accurate reports and pay considerable attention to detail;

Excellent verbal and written communication skills;

Skilled in establishing and maintaining positive interpersonal relationships and the ability to maintain objectivity and fairness in dealing with people.

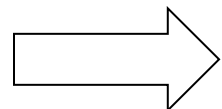
FRINGE BENEFITS:

Benefits are covered by the Unit B Collective Bargaining Agreement.

TO APPLY:

Employees who wish to be considered for transfer or promotion to the position may do so by completing a Promotion/Transfer Request form and submitting it to the Human Resources Department, 240 Main St., Northampton, MA 01060 by close of business on the above closing date. Others please submit an application through www.SchoolSpring.com at JOB ID# or via the green "Employment" button at www.northamptonma.gov

Who Are We: Dedicated and collaborative teams of educators committed to supporting excellence through coaching and learning. Our mission is to foster educational excellence and opportunity for all learners through collaboration and leadership. We believe that obstacles to learning can be overcome and, once that happens, learning is natural for everyone.



We value: Quality and excellence, innovation, creativity and vision, inclusiveness, equity and diversity and collaboration with others. Creating a community of care is foundational to the work we do....together!

Equity and Social Justice work is central to our mission, especially in these times. We understand that all forms of oppression are damaging. We engage

in this work proactively and purposefully, with the intent of positive outcomes, and because we need to.

~~ Equal Opportunity Employer~

The Northampton Public School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.