



WEYMOUTH PUBLIC SCHOOLS

111 Middle Street 🐾 Weymouth MA 02189 🐾 781-335-1460 (P) 🐾 781-335-8777 (F)

Jennifer Curtis-Whipple, Ed.D., Superintendent
Brian Smith, Assistant Superintendent
Robert Wargo, Assistant Superintendent

jennifer.whipple@weymouthschools.org
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Job Description

Title: Coordinator of Health Services

Responsibility:

The Coordinator of Health Services is responsible to and evaluated by the Superintendent of Schools and/or designee.

Qualifications:

1. Must have a valid license to practice as a Registered Nurse in Massachusetts;
2. Possess a minimum of a baccalaureate in nursing (or related field) from an accredited nursing program. (A master's degree in nursing or related field with supervisor/director certification is preferred);
3. Have a minimum of three years' experience in school nursing or a related field, one of which is in a management position;
4. Hold School Nurse Certification from MA DESE and Director/ Supervisor Licensure.
5. Maintain certification in CPR; including AED training; trainer's certification for coordinator or delegatee is recommended;
6. Assume responsibility for updating knowledge and skill in community health, management and related fields as new information emerges;
7. 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.

Desirable Qualifications:

Demonstrated student-centered leadership ability. Knowledge of laws, rules and regulations governing school health services. Knowledge of preparing and managing budgets. Excellent verbal and written communication skills. Demonstrated ability to succeed in complex and changing environments.



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General Duties:

Recognizing and promoting the fact that there is a relationship between health and learning; the Coordinator of Health Services manages the total school nursing program, providing nursing leadership within the school system. She or he coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team. The coordinator supervises and clinically evaluates all nursing staff providing services in the school health program, as well as those unlicensed personnel, e.g., health office paraprofessionals. In this process, the coordinator uses a public health model of assessment, policy development and assurance.

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

Specific Duties:

Needs Assessment:

1. Using available demographic, health and school system data, identifies health needs of the student population.
2. Collaborates with the school health advisory committee, local board of health and other community agencies in developing the needs assessment.
3. Develops surveys, questionnaires and other tools for obtaining information; compiles data and presents it to decision makers as appropriate.

Planning:

1. Serves on various comprehensive school health advisory committees consisting of representation from such groups as school administration, faculty, students, parents and community agencies.
2. Develops program goals, objectives and action steps based on needs assessment.
3. Coordinates planning with interdisciplinary colleagues in the comprehensive school health education, health services and wellness programs.



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Implementation:

1. Working with building administrators recommends, orients and assigns qualified personnel to implement the school health program;
2. Coordinates mandated screening programs, dental screening programs as well as physical examination and immunization requirements for all students.
3. Arranges for substitute nurses.
4. Supports Weycare, Special Education and any other department with staffing and coverage of all employees who provide medical/health related services.
5. Updates nursing staff on School Committee policies, Department of Education regulations and Massachusetts Department of Public Health policies and regulations.
6. Assists the Board of Health in planning and conducting immunization and other programs
7. Coordinates the ordering and maintenance of health office supplies system wide.
8. Participates in the development of an interdisciplinary plan for each building to ensure that students in need of services are identified in a timely manner and appropriate intervention is initiated.
9. Develops and implements written policies and protocols for clinical services and prevention programs.
10. Develops and implements documentation systems at both the individual student level and the programmatic level.
11. Provides clinical consultation to the health education staff, physical educators and other administrative and teaching staff;
12. Participates in interdisciplinary teams such as the district crisis team, student intervention team, etc. to ensure that integrated systems are in place which address the comprehensive health needs of the student population.
13. Conducts communicable disease prevention and infection control based on current guidelines for standard precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal.
14. Ensures that there is an emergency care plan in place which is communicated to all staff and is closely coordinated with community emergency care protocols.
15. Collaborates with other school administrators and teachers, to promote a physically and psychologically healthy school environment.
16. Promotes positive linkages and referral mechanisms to community providers for a range of services dealing with child and adolescent health.
17. Seeks opportunities to interpret the health needs of school-age children and adolescents, the goals of the health service program, and the importance of health education to





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- administrators, school committee members, faculty, families and the general community, through special reports, the media, and other special events.
18. Prepares and administers the health services budget; seeks opportunities to apply for outside sources of funding for the school health service program.
 19. Implements a school health service data system, capable of tracking trends, activities, Medicaid reimbursement data and outcomes.
 20. Uses newsletters and health service website to share health promotion information and to interpret the role of the school health service program.
 21. Performs such other duties as may be assigned by the Superintendent and/or Assistant Superintendents.

Evaluation:

1. Compiles statistical reports as required by the school system and state agencies;
2. Evaluates nurses and other health service staff working with building administrators;
3. Conducts ongoing quality assessment and adjusts school nursing practice based on findings;
4. Reviews changing trends in health needs and the outcomes of programs to determine need for revision of goals and objectives.

Staff Development:

1. In collaboration with Curriculum staff, implements an ongoing continuing education program for staff;
2. Encourages staff to participate in pertinent conferences and workshops addressing a range of school health issues.
3. Provides ongoing formal and informal feedback to staff about their progress in achieving the goals of the program, encouraging their continued educational and professional development.





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Other:

Collaborates with local nursing education institutions, e.g., provides student practice in the school health programs, guest lectures, participates in nursing research; seeks opportunities to give consultation on the specific issues of school-age children and adolescents; publishes when possible

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Workday may be long and work week may include some nights and weekends. Requires district wide travel.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Exempt (Professional)

Terms of Employment:

208 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit B Contract.



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To apply: Please email a cover letter and resume to humanresources@weymouthschools.org

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Strong Schools



Strong Community