

Needham Public School District

Director of Health Services (51)

JOB POSTING

Job Details

Title

Director of Health Services

Posting ID

51

Description

Job Description:

The Needham Public Schools is seeking candidates of diverse backgrounds and experience for the position of Director of School Health Services.

The Director of School Health Services manages the total school health service program, providing leadership within the school system and collaboration with community providers, organizations, and coalitions to address the health issues of children and adolescents.

Essential Functions and Duties of the Position:

- Supervision of nursing staff and school health programs
- Actively engages in hiring and orientation of nurses in the district
- Supervises/evaluates all clinical nursing staff providing services in the school health program, as well as, unlicensed personnel who are members or provide services for the department
- Oversees professional development of nursing staff
- Provides clinical consultation to the health education staff, physical educators, and other administrative and teaching staff
- Responsible for arranging for coverage in health clinics during staff absences
- Manages district medication delegation program
- Participates in interdisciplinary teams such as the crisis team, child abuse team, emergency planning team, 504, and IEP planning, to ensure that integrated systems are in place which addresses the comprehensive health needs of the student population
- Ensures that there is an individual health care plan (IHCP) and medical emergency care plan in place for students as needed, which are communicated to staff and is closely coordinated with community emergency care procedures
- Ensures that communicable disease prevention and surveillance guidelines are implemented and updated according to the Massachusetts Department of Public Health
- As COVID-19 district coordinator collaborates with administration, Needham Public Health Department, school nurse, school physician around the response to newly identified COVID-19 cases, school-related contact tracing, and district protocols
- Develops and implements written policies, protocols, and procedures for the clinical services and programs addressing health issues including oversight of home hospital tutoring process
- Manages and monitors the electronic health record system (SNAP) and aggregates data to identify health needs within the student population. Ensures health information is translated as needed
- As part of the needs assessment process, develops surveys, questionnaires, and other tools to collect data, compiles and synthesizes data, and presents to decision-makers, including the School Committee and the Superintendent
- Develops and implements documentation and data review systems at the individual student level, programmatic level, and district level
- Review data to understand trends in health status indicators and make adjustments in the health service program
- Assumes leadership in the establishment of a school wellness advisory committee consisting of representation from such groups as school administration, faculty, students, parents, and community providers
- Coordinates planning with interdisciplinary colleagues in the comprehensive school health education and human services program and community agencies as appropriate
- Serves as the school health spokesperson on community initiatives including communicable disease management, injury prevention, wellness promotion, and risky behavior prevention, emotional health strategies

- Participates in community-wide bioterrorism and emergency response planning with other members of the multidisciplinary team
- Develops partnerships with local colleges and universities to provide student practice in the school health programs, and obtain assistance with continuing education, and develop nursing research aimed at enhancing the body of evidence-based practice, and publish in professional journals when possible
- Prepares, manages, and administers the health services budget, accessing opportunities to apply for grants and other external sources of funding for the school health service program, maintains adequate medical and health services supplies and equipment, technology, and furnishing for health offices, adhere to requirements of grants awarded to the Needham Public Schools including the Comprehensive School Health Services (CSHS) grant

Education and Experience:

- Minimum Bachelors Degree in Nursing; Masters Degree in Nursing or Related Field preferred
- DESE License as Director/Supervisor
- Minimum 5 years experience in school nursing or a related field, 3 of which is in a management position
- Maintain certification in cardio-pulmonary resuscitation - AED administration per the American Heart Association

Skills, Abilities & Knowledge:

- Assume responsibility for updating knowledge and skill in community health, management, and related fields as new information emerges
- Depth of knowledge regarding health services
- Able to confidently and independently solve problems; knowing when to seek others' input before decision-making
- Strong interpersonal and written/oral communication skills enabling information sharing and the development of trusting relationships with parents, staff, and administrators
- Proven supervision and evaluation skills
- Facility with data and budget management

Selection Procedure:

All resumes will be screened and selected candidates will participate in a thorough interview process

Salary:

This is a 200-day position in the Administrator's bargaining unit (B) with a pay range of \$95,200-\$135,000 depending upon experience and credentials

Application Procedure:

Please apply online: www.generalasp.com/needham/onlineapp

Applications will be considered only when a cover letter, resume, three references, three letters of recommendation, license, and transcripts have been attached to your online application.

Candidates are encouraged to review the working conditions, wages, and benefits in the collective bargaining agreement located at http://www.needham.k12.ma.us/departments/human_resources/contracts

The Needham Public Schools does not discriminate against students, parents, employees, or the general public based on race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, disability, or age. In addition to the protected classes identified and in regard to employment practices, the Needham Public Schools also does not discriminate based on genetic information, ancestry, or status as a veteran.

The Needham Public School System is a member of METCO, Developing Equity and Achievement for Students (IDEAS), and the Greater Boston School Human Resources Network. Candidates who have a strong commitment to active anti-racism are encouraged to apply.

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	Semi-Monthly
<i>Location</i>	District

Applications Accepted

<i>Start Date</i>	02/05/2021
<i>End Date</i>	03/31/2021

Job Contact

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