

MEDFORD PUBLIC SCHOOLS
Medford, Massachusetts

Director of Health Services

Position Purpose:

The Director of Health Services manages the school health service program, providing leadership within the school system and collaboration with community health providers, organizations and coalitions to address the health issues of children and adolescents in the school setting. The Director is the administrative supervisor of all school nurses assigned to each school in the Medford Public Schools. The position reports to the Director of Pupil Services and acts as the senior licensed health professional for the Medford Public Schools providing leadership, counsel, and support in all facets of public health.

Essential Duties and Responsibilities of the Position:

1. Coordinates and supervises the health services program for Medford Public School students in compliance with state and federal statutes and regulations and the policies of the Medford Public Schools..
2. Actively engages in the recruitment, hiring and orientation of district school nurses.
3. Supervises and evaluates all clinical nursing staff hired by Medford Public Schools to provide services in the school health program.
4. Responsible for ensuring nursing coverage for programs across the district according to state regulations (including transportation of medically fragile students, Extended School Year and summer programs).
5. Coordinates and provides professional development for nursing staff.
6. Manages district medication administration program.
7. Ensures that communicable disease prevention and surveillance guidelines are implemented and updated according to the Massachusetts Department of Public Health requirements.
8. Develops surveillance systems to ensure all students meet Massachusetts Department of Public Health requirements for school admission and enrollment.
9. Develops and implements written policies, protocols and procedures for the clinical services and programs addressing health issues.
10. Manages and monitors the electronic health record system and aggregates data to identify health needs within the student population.
11. Reviews data to identify trends in health status indicators and make adjustments in the health service program.
12. Prepares and/or reviews all local, state and federal reports on health and medical issues.
13. Prepares, manages and administers the health service budget, accessing opportunities to apply for grants and other external sources of funding for the school health service program.
14. Adheres to the requirements of school health grants awarded to the Medford Public Schools, including the Comprehensive Health Services Grant (Massachusetts Department of Public Health).
15. Provides leadership to the School Health Advisory Council.
16. Maintains adequate medical and health services supplies, equipment, technology and furnishing for health offices.
17. Provides consultation and advice to district administration to ensure a safe and healthy school environment.
18. Participates in district leadership initiatives representing the health needs of students and staff.
19. Develops partnerships with local colleges and universities to provide student nurse clinical practicum opportunities.
20. Develops relationships with community health service providers, public and private agencies and organizations to provide comprehensive school health programs for students.
21. Demonstrates professional growth and participates in ongoing continuing education related to pediatric nursing, school health and public health.

22. Develops parent and community relationships and interprets health policies, protocols and practices to parents, administrators, staff and community.

23. Serves as the school health spokesperson for community initiatives. Delivers presentations and reports at district and School Committee meetings.

Qualifications:

Education and Experience

1. Bachelor's Degree in Nursing and Master's Degree in content area from an accredited college or university.
2. Massachusetts Department of Elementary and Secondary Education licensure as a Professional School Nurse and Director/Supervisor (non-core).
3. Massachusetts Board of Registration license as a Registered Nurse.
4. Demonstrated knowledge and competencies in the administration of school health programs and services.
5. Minimum of 5 years experience in the field of school nursing, pediatrics, public health or related nursing.
6. Maintains membership in professional nursing organizations influencing school health policy.
7. Maintain certification in cardio-pulmonary resuscitation-AED administration per the American Heart Association.

Skills, Abilities and Knowledge

1. Thorough knowledge of Massachusetts and federal regulations and laws related to school health services.
2. Thorough knowledge of clinical nursing, pediatrics and public health best practices.
3. Understands Health Services in relation to curriculum and educational needs of students and connections among various school disciplines.
4. Ability for problem solving, both independently and collaboratively.
5. Strong interpersonal and oral/written communication skills enabling sharing of information with the Superintendent of Schools, School Committee, administrators, staff, students and parents and the development of trusting relationships.
6. Proven supervision and evaluation skills.
7. Facility with data and budget management.

Selection Process:

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

Salary:

This is a 202 day position in the Medford Administrators' Association with competitive compensation commensurate with experience.