WILMINGTON PUBLIC SCHOOLS
WILMINGTON, MASSACHUSETTS

POSITION: Coordinator of Nursing Services
District

DUTIES AND RESPONSIBILITIES:

To provide leadership in the school department’s comprehensive health and human services program.

- Selects, assigns, hires, supervises and evaluates nursing and other health personnel in association with principal, and/or program coordinator this includes school based and classroom based nursing staff.
- Directs and organizes all school health program components including: immunization, health screening, etc.
- Coordinates the collection of statistical information to meet reporting requirements.
- Prepares all required reports.
- Works with Health Education Director and Health Education Staff to develop Health Prevention Programs.
- Facilitates nursing staff involvement in program development.
- Provides continuing programs of staff in-service.
- Encourages and assists teachers to help students develop good health habits.
- Actively seeks parent cooperation and allied community agencies and persons in improving the system-wide health and substance abuse prevention program.
- Provides leadership in the development and interpretation of district health and substance abuse policies.
- Collaborates/coordinates with the school department administrators regarding service and special programs in the schools.
- Actively cooperates an evaluation of local school and system-wide health and substance abuse programs.
- Actively pursues outside funding sources to meet identified needs.
- Assumes responsibilities as Technical Monitor and Project Director for health related grant initiatives.
- Coordinates School Health Advisory Council & Wellness Committee.
- Coordinates school health services with school and community programs.
- Represents the school department at community meetings and coalitions relating to health (i.e. teen pregnancy, infant mortality, violence prevention, substance abuse, etc.)
- Communicates effectively with parents and other school patrons to secure favorable understanding and support for health and substance programs.
- Demonstrates professional leadership in the community.
- Assumes management responsibilities for school health equipment, materials, and supplies.
- Assumes responsibility for the development and/or completion of reports, records and written communication desired or required to facilitate the work of individual school and school district health programs.
- Assumes responsibility for preparing the budget request for the district health program. Prepares, monitors and supervises School Health grants and other related funding sources.
Assumes responsibilities for development and implementation of necessary schedules involving students, staff, community facilities, and equipment.

Collaborates with other administrators to implement screening and intervention programs throughout the district.

Develops and implements written policies and procedures for the clinical services and programs addressing health issues.

Knowledge of accepted standard clinical nursing best practices including the legal ramifications as provided under state laws and regulations;

Handles confidential information ethically and professionally.

Contributes to the health profession through its professional organizations.

Contributes to the development of professional standards.

Assumes personal responsibility for professional development.

Encourages staff to develop, pursue and continually evaluate major educational goals and specific objectives.

All other related duties as assigned by Director of Student Support Services, the Superintendent of School, or his/her designee.

**DEGREE PREFERRED:**

- Master’s Degree

**EXPERIENCE PREFERRED:**

- Minimum three (3) years’ experience in health related area. School nursing experience preferred.

**ADDITIONAL REQUIREMENTS:**

- Ability to develop an instructional and health services program suitable to meet the needs of all students at the various levels.
- Valid License to practice as a Professional Nurse in the State of Massachusetts.
- Proven successful experience in health services leadership.
- Such alternatives to the above as the School Committee may find appropriate and acceptable.

**START DATE:**

August 1, 2021

**APPLICATION PROCEDURE:** Internal Candidates, please send letter of interest and resume to: Alice Brown-LeGrand, Director of Student Support Services: alice.brown-legrand@wpsk12.com

External applications must be submitted through Schoolspring.com

**CLOSING DATE:** Open until filled

**Notice of Non-Discrimination**

All educational and non-academic programs, activities and employment opportunities at Wilmington Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.