



Concord Academy, an independent, co-educational boarding and day school renowned for its world-class faculty, passionate students, and graduates who make their mark on the world, seeks to fill a full time opening for a Director of Health Services. This position is open for immediate hire. We respect the availability of candidates who may wish to transition at the end of the academic year.

Founded in 1922, Concord Academy (CA) has long balanced high academic standards with a focus on educating the whole student through academics, the arts, athletics, and cultural opportunities. Self-expression, storytelling, and careful listening are hallmarks of the Concord Academy experience. We actively seek applicants who reflect and support our mission-driven commitment to creating and maintaining a diverse and equitable school community. Successful candidates will demonstrate a strong desire to incorporate inclusive practices and advance the tenets of the school's [mission](#).

The Director of Health Services is responsible for the successful management of daily operations of the Health Center including all health, wellness, and counseling services. This is a full-time position reporting directly to the Dean of Students, and is a member of the Chamberlin Leadership Council and working in close collaboration and in support of the Consulting Physician and the clinical staff. This position is an integral part of the health team, responsible for the successful development and management of daily operations, project management, and programmatic initiative for health and wellness services at the school. This role ensures that the daily functioning and operations of the health office are executed effectively and efficiently, with a high level of service to students and families, while also helping to lead the development of a more holistic, comprehensive health and wellness approach for the school in partnership with counseling, wellness, athletic training and health education staff.

**Responsibilities:**

- Direct supervision and management of Health Center staff - support the hiring, training, schedule coverage, and evaluation of staff
  - Direct reports include lead nurse, clinical nurses, mental health professionals and health office administrator
- In partnership with the Consulting Physician develop and implement school policies and procedures to ensure high quality and equitable care for students; adjust protocols as requirements and needs change
- Responsible for ensuring the needs of individual students are met by ensuring that individual care plans, medical emergency care plans, and chronic care case management are in place for students
- Oversee care delivery focusing on quality measurements and standards of care
- Provide health center staff clinical consultation, clinical supervision, and may from time to time perform clinical work
- Serve as a liaison with the community, health care professionals, and local agencies in offering services, making effective referrals, and coordinating health care resources
- Coordinate communication between key stakeholders

- Maintain and manage licensure, continuing education, and professional development for all members of the clinical staff. Manage the school's CPR certification and recertification process and OSHA training program
- Complete all local & state compliance requirements, coordinating with other teams as needed. Verify that communicable disease prevention and surveillance guidelines are implemented in compliance with the Massachusetts Department of Public Health standards.
- Oversee the use of Magnus, CA's electronic medical records, to ensure complete and accurate records and proper reporting of health data
- Communicate with staff and students about community-wide Health Services updates and information, as needed
- Manage and administer the Health Services budget, maintain adequate medical and health services supplies and inventory, technology, and the health center facilities
- Keep abreast of changes in public health guidance as new information emerges
- Serves as the school health spokesperson on community initiatives including communicable disease management, injury prevention, wellness promotion, and risky behavior prevention, emotional health strategies

**Experience and Qualifications:**

- Bachelor's Degree in nursing with a board certification as a Nurse Practitioner is required
- Strong background both in clinical practice and in a leadership position within healthcare administration are required
- Prior experience in school health is preferred but not required
- Current license to practice specialty in the state of Massachusetts
- Current CPR, First Aid, and AED Certification
- Knowledge of legal mandates regarding provision of services and ability to make decisions and act within CA's established policies and procedures
- Understanding of CA's mission and goals, and the ability to articulate the school's values and importance in the independent school landscape
- Highly motivated, results-oriented individual who demonstrates the ability to work well with people at all levels of an organization
- Superior written and verbal communication skills, with the ability to build productive relationships with students, staff, and parents
- Highest level of integrity, discretion, and respect for confidentiality and handling of sensitive information
- Intermediate Excel, MS Office, and Google Suite software proficiency
- Familiarity with health services databases
- Strong empathy and interpersonal skills
- Possess comfort working with adolescents and knowledgeable or experienced in available resources in adolescent growth and behavior
- Mental and Physical Demands, and Environmental Factors: Physical ability to lift 50 pounds on an occasional basis, frequent walking and standing, potential for contact with blood-borne pathogens and communicable diseases, maintain emotional control under stress, and work with frequent interruptions
- Ability to work evenings and weekends as needed

- This position is an essential employee of the school in the event of an emergency or inclement weather
- Must pass background checks

Interested candidates are requested to send a cover letter, resume via the ADP portal (found on our [careers page](#) ) addressed to: Brian McBride, Associate Head for Community Life and Strategic Initiatives.

To learn more about Concord Academy, please visit our [careers page](#) on the school website, [www.concordacademy.org](http://www.concordacademy.org).

*Concord Academy is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law. All inquiries are treated confidentially.*