

JOB POSTING

- Position:** Director of Nursing/School Nurse
- Location:** Shining Star Early Childhood Center
- Schedule:** 2023-2024 School Year plus 5 additional school days
- Salary:** Per Teachers Contract plus \$10,400 stipend
- To Start:** July 1, 2023 (plus two mentoring days)

The Milford Public Schools is currently accepting applications for a Full Time School Nurse, with Director of Nursing responsibilities for our district, for the 2023-2024 school year.

Qualifications:

- Current Massachusetts RN license
- DESE licensed as a school nurse
- Bachelor in Science in nursing; MSN preferred
- At least 3-5 years of school nursing experience
- NCSN certification, preferred
- Knowledge of comprehensive school health and public health issues
- Previous leadership/supervisory experience preferred
- CPR/AED BLS certified
- Experience with electronic health record software, SNAP, preferred

Responsibilities:

Shining Star Nurse - Serve in the role of full time School Nurse for the Shining Star Early Childhood Center

- Responsible for office visits, medication administration, health care plans, immunization compliance, vision screening, registration records review, staff training (EpiPen), consulting with teaching staff and Director on health related issues, maintaining student health records and attending IEP/504 meetings.

Director of Nursing:

- Provide oversight and clinical consultation to the Milford Public Schools (MPS) nursing staff; arrange nursing coverage for staff absences, field trips (as needed) and other supplemental coverage needs. Participate in the hiring and orientation of new nursing staff and nurse substitutes. Conduct staff meetings and arrange professional development for the nursing department. Submit weekly time substitute timesheet to payroll.
- Collaborate with DPH, local board of health (BOH), school physician, staff and administration regarding district and public health issues. Participate in the development and implementation of health related procedures and policies. Chair district Wellness Advisory Committee. Assist with coordination of MPS/BOH vaccine clinic for registering students lacking health insurance.
- Manage and administer the district health services department budget; prepare and present annual budget proposal to administration. Oversee medical record compliance, including electronic software program, and completion of state mandated reports. Register with DPH for annual authorization of Epinephrine by Auto-injector for unlicensed staff and for Narcan administration. Apply for CLIA waiver every two years. Arrange for school physician to sign standing orders for new school year
- Provide consultation to the MPS family registration center regarding incoming student health records, as needed. Act as health consultant/liaison to MPS extended school day and summer camp program through Community Use.

- Assist nurses with scheduling mandated school based health screenings and arrange nursing coverage as needed. Submit annual BMI screening report to DPH; coordinate submission of SBIRT screening data
- Oversee School Based Medicaid Reimbursement program for nursing staff; provide training on use of SNAP for Medicaid billing documentation as needed. Coordinate with PSNI SNAP, district Medicaid billing vendor and district Medicaid billing coordinator for reports and other compliance related needs.
- In collaboration with the SEL Director, participate in the planning of staff wellness week and Healthy Kids Week activities. Provide bus drivers with annual epinephrine by auto-injector training; orient new MPS staff to the Medical Awareness Policy. Coordinate bi-ennial CPR training for nursing staff.
- Communicate with school principals and nurses to update DESE required Medical Emergency Plans every three years.
- Maintain professional knowledge of school health related topics and best practices by attending professional development programs. Become a member of the National Association of School Nursing (district funds annual membership). Share information gained with district nursing staff. Forward pertinent emails from DPH School Health Unit to nursing staff.
- Additional responsibilities as assigned by the Superintendent.

Please apply in writing to the Assistant Superintendent of Schools, Ms. Kathy Perry, 31 West Fountain Street, Milford, MA 01757 by May 26, 2023.

The Milford Public Schools does not discriminate on the basis of race, to include traits historically associated with race, including but not limited to, hair texture, hair type, hair length and protective hairstyles, color, religion or religious creed, ancestry, national or ethnic origin, age, gender, gender-identity, sexual orientation, homelessness, military or veteran status, disability, genetic information, or any other characteristic protected under applicable federal, state or local law in admission to, access to, employment in, or treatment in its programs and activities.