

NASHOBA Regional School District



Together, we inspire and challenge all learners to realize their unique potential and become active contributors to their community.

Office of the Superintendent

Kirk Downing, Superintendent

Laura Friend, Assistant Superintendent of Teaching and Learning

POSITION: Director of Health, Wellness and Safety

DEPARTMENT: Nashoba Regional School District

The Director of Health, Wellness and Safety is employed without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

NRSD welcomes employees with diverse racial, cultural, religious, class, and/or gender background and experiences.

Organizational Scope:

Through a lens of equity and reporting to the assistant superintendent of schools, the Director of Health, Wellness and Safety manages the recognized district school nursing program, providing nursing leadership and services within the school district. He or she coordinates the clinical aspects of the comprehensive school health program, collaborating with other members of the health services and health education team. The Director of Health, Wellness and Safety regularly supervises all clinical nursing staff providing services in the school health program, as well as unlicensed personnel such as health aides, if any, and evaluates Unit A nurses.

The work of the Director of Health, Wellness and Safety is influenced by NRSD's core values of academic achievement and personal growth; voice, choice and agency; lifelong learning; a safe, caring and inclusive community; collaborative partnerships; innovation; and a sense of belonging for all.

Performance Responsibilities:

Nursing

- Plans, supervises, assigns, coordinates and reviews the work of the school nurses;
- Develops and implements written policies and procedures for the clinical services and programs addressing health issues, such as immunizations, screenings, medication administration, services for students with special healthcare needs, and school-wide injury prevention programs;
- Evaluates the annual budget for medical supplies and makes recommendations for purchase;
- Provides clinical consultation to the nursing staff, to health and physical education teachers, and to other administrative and teaching staff;
- Serves on the district's Wellness Committee, and coordinates the annual kindergarten registration screening;
- Carries out communicable disease prevention and infection control based on current guidelines for universal precautions and prevention of blood borne pathogens exposure;
- Promotes referrals to community providers of a range of services dealing with child and adolescent health;

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- Coordinates and sometimes delivers professional development for all school nurses, and for other employees when requested;
- Carries out the duties of Nurse Leader as described in the Essential School Health Infrastructure Grant; and
- Supports the work of the school nurses and their clinics, including but not limited to arranging substitute coverage and nurse support for field trips, when needed;
- The omission of specific duties here does not exclude them from the position's responsibilities if the work is similar, related, or a logical assignment to the position.

Safety

- Develop and update safety policies, procedures, and protocol in alignment with local, state and federal regulations;
- Conduct regular safety assessments to identify potential risks and hazards on school premises;
- Collaborate with school administration, faculty, and staff to ensure the consistent implementation of safety measures;
- Design and execute emergency response plans, including evacuation procedures, lockdowns, and shelter-in-place protocols;
- Organize drills and simulations to prepare students, faculty and staff for various emergency scenarios;
- Coordinate with local emergency services and agencies to ensure a coordinated response during critical incidents;
- Implement security measures such as access control systems, surveillance cameras, and visitor management protocols;
- Collect and analyze safety related data to identify trends, areas of improvement, and potential risks;
- Serve as the point of contact during crises, coordinating communication and actions among stakeholders;
- Assist in managing communication with parents, media, and external agencies during critical incidents;
- Work closely with local law enforcement, fire departments and emergency medical services to enhance safety measures;
- Collaborate with school counselors, psychologists, and social workers to address student well-being and mental health concerns.

Job Qualifications:

Massachusetts Department of Elementary and Secondary Education (DESE) licensure as a School Nurse. DESE licensure as Supervisor/Director or other administrative license approved by the superintendent of schools.

Bachelors and Masters degree in Nursing or related field, and a valid Massachusetts Registered Nurse license. Current certification in CPR, with a CPR Trainer certification preferred.

At least three years of experience in school nursing or a related field.

Ability to maintain confidential information, including but not limited to student health information and records.

Ability to evaluate school nurses in accordance with the Unit A collective bargaining agreement currently in effect, including its Evaluation Protocols and DESE guidelines.

Ability to manage own workload and prioritize tasks. Excellent communication skills and demonstrated ability to communicate effectively, both orally and in writing. Demonstrated interpersonal skills and the ability to relate well with students, staff, administration, parents and the community.

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Must be able to assist in the protection of students and school property, and assist in fire and other emergencies or emergency drills as required by law and School Committee policy.

The ability to work onsite in district schools and buildings is an essential function of this job.

Preferred Alert, Lockdown, Inform, Counter, Evacuate (ALICE) trained

Physical Demands:

Much of the work is performed in a typical office environment requiring minimal to light physical effort. This may include everyday discomforts and distractions typical of office settings, such as proximity to colleagues, temperature variations, frequent interruptions and moderate noise. This position may require the ability to operate a computer keyboard and standard office equipment at efficient speed and for lengthy periods of time.

This position also requires the ability to drive to schools in order to work in district schools and buildings, to assist school nurses, to perform nursing services, or to evaluate school nurses. This may involve standing, sitting, walking and occasionally lifting.

Terms of Employment, Evaluation of Performance, and Salary:

The Director of Health, Wellness and Safety is an FLSA exempt with terms of employment, including length of work year, schedule, evaluation and salary, negotiated individually with the Superintendent of Schools unless he or she delegates that responsibility.

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