

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Job Title:

Director of Nursing Services (Administrator Position) - Anticipated Opening

Qualifications:

- Bachelor of Science in Nursing, Masters Degree preferred
- Currently licensed as a Massachusetts Registered Nurse
- National Board of Certification for School Nurses preferred
- Department of Secondary and Elementary Education certified with Administrator licensure preferred (Principal, Director, Assistant Superintendent)
- Minimum of three years of school nurse experience
- Nursing leadership/administration experience preferred

Responsible to:

Deputy Superintendent

Work Status:

198 days; School year (183 days) plus 15 days to provide support and coordination of summer program nursing services

Major Responsibilities:

- Program Management and Development
- Budget Management and Development
- Coverage of health offices as needed
- Staff Supervision and Training
- Professional Expectations

Details:**Program Management and Development**

- Oversee integration and infrastructure for the Acton Boxborough Schools Health Services
- Development and/or implement program goals, objectives and evaluations
- Make recommendations concerning development and program innovation
- Support nurses in maintaining their health offices equipment/supplies
- Help organize and direct all state-mandated screening programs in each school
- Collaborate with the Registrar to place students with special medical needs
- Keep abreast of research and new developments in the field or delivery
- Oversee the electronic medical record program for reliable database management

- Order free Epinephrine Auto Injectors
- Obtain standing orders for K-12 health offices from school physician before the start of each school year
- Every year apply to DPH for delegation of medication administration and administration of Epinephrine by unlicensed school personnel
- Ensure compliance with DPH regulations regarding communicable disease prevention in the area of students' immunization status
- Re-Evaluate Power School medical access twice a year
- Coordinate with the Acton town nurses for community flu clinics
- Mentor/monitor nursing students if indicated
- MIIS Administrator

Budget Management and Development

- Oversee department budget, working with administration for current needs
- Make recommendations concerning budget development
- Monitor purchases of department resources
- Assume responsibility for the use and disposition of all funds allocated to the department
- Assist or order supplies, equipment, and services that include the SNAP program, year-end calibration of audiometers, etc.

Staff Supervision and Training

- Supervise and evaluate nursing personnel in accordance with DESE supervision model, providing individual; supervision
- Assist staff with goal setting, complete observations, formative assessment, and summative evaluations of school nurses as the primary evaluator
- Conduct staff meetings per district protocol and ensure follow-up on important issues, providing staff information about departmental and school policies/protocols.
- Assist staff in resolving delivery problems and serve as a resource on program questions.
- Assist in recruitment, interviewing, hiring and training of new staff members/sub nurses.
- Keep staff informed about new conferences or workshops
- Provide in-house professional development opportunities and staff training on specific subjects.

Professional Expectations

- Evaluate and improve communication between the school health offices, families and community regarding the Health Services Program
- Oversee the AED program for all schools, provide maintenance and monitoring of AED equipment, making sure enough staff are trained in CPR
- Membership of district SWC and Safety Committee
- Attend Regional and State Nurse Leader Meetings

- Serve on committees where nursing presence is needed within the school system acting as a liaison between nursing and other departments
- Attend regularly scheduled meetings with Student Services and schedule meetings with principals as needed to communicate about department issues.
- Network with outside consultants such as school physician, town nurses and Department of Public Health
- Coordinate the revision and development of school policies and procedures to meet the current medical/nursing standards in the school workplace
- Maintain professional licensure status by attending leadership conferences and workshops