

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF HEALTH SERVICES

POSITION: Supervisor of Health Services

REPORTS TO: Director of Student Services

LOCATION: Department of Student Services

NATURE OF WORK:

Under the general supervision of the Director of Student Services, the Supervisor of Health Services manages the delivery of direct health services to St. Mary's County Public Schools (SMCPS) students; oversees and evaluates nursing staff practice and the health services program. The Supervisor of Health Services works cooperatively in coordinating health services in accordance with the Board of Education of St. Mary's County policies and regulations, the Maryland Board of Nursing and State of Maryland regulations, the Maryland State Department of Education, and federal laws. The Supervisor of Health Services plans and provides staff development for school nurses (RN and LPN) and demonstrates professional leadership in all contacts with school system personnel and the public.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations

- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Assumes the responsibility for development, implementation, and evaluation of the Health Services program and staff
- Develops, implements, and proposes revisions to policies, regulations, protocols and procedures related to health services
- Interviews, onboards and assigns school nurses (RN and LPN) and substitute school nurses
- Assumes responsibility for the substitute school nurse program
- Serves as system coordinator for: the Hepatitis B Clinic, CPR/FA/AED Program, Anaphylaxis Training and Response Program, Diabetes Training and Response Program, Flu Vaccine Program for Students and Staff, and the Naloxone Training and Response Program
- Serves as system coordinator for the school nurse(s) and the emergency shelter response program
- Provides leadership in the planning and provision of staff development activities for school nurses
- Provides the development and revision of health services procedures, programs, and operations handbooks
- Provides clinical supervision and evaluation of school nurses
- Advises in the selection, purchase and use of health room supplies and equipment
- Provides input and monitors budgets assigned to the health services program operation
- Conducts staff meetings for programming
- Coordinates health services such as clinics, health screenings and population-based health initiatives with community health care providers and partners
- Develops, implements and evaluates the practices and procedures appropriate to specific health professions license requirements;
- Informs the Director of Student Services regarding decisions and actions affecting the department, programs and/or agency;
- Consults and collaborates with parents, teachers, school administrators and community health or social service agencies to address student's health problems and plan health services
- Acts as a resource person to staff, school personnel, parents and other community providers
- Serves as liaison with the local health department related to school health services, communicable disease management and community emergency response;
- Serves on state, local and interdisciplinary committees pertinent to school health
- Collaborates with the Department of Human Resources with regards to placement of nursing interns throughout SMCPs
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Current and valid license to practice as a registered nurse in the state of Maryland
- Master's degree in nursing
- Current certification in cardiopulmonary resuscitation, first aid, and AED
- Five (5) years of experience as a School Nurse
- National Certification in School Nursing from the National Association of School Nurses

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range D.

BARGAINING UNIT ELIGIBILITY: SMASA

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