

## Middletown, CT Job Description

<b>Classification Title</b>	School Health Supervisor
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	<a href="#">Non-Representation Teamsters</a>
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

~~This~~ The purpose of this position is to responsible for the planning, coordination, implementation and evaluation of the Middletown School Health Services Program. ~~This position will p~~rovides leadership for school nurses in the delivery of student health services and the promotion of wellness initiatives. ~~This position works under the direction of the Director of Pupil Services and Special Education.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans the school health services program collaboratively with the School Medical Advisor and cooperatively with school administrators. Develops nursing protocols and procedures for assessing and managing student health care problems. Develops standing orders for medications and special care procedures.
- Develops policies, regulations, and procedures for a comprehensive school health services program in collaboration with the School Medical Advisor and other school personnel.
- ~~Monitor, in conjunction with the School Medical Advisor, the~~ Monitors effectiveness of the school health services ~~program, annually and on a regular basis during each school year, and make~~ program. Makes revisions accordingly.
- Coordinates the school health services program and communicates regularly with school administrators.
- Participates in district health/wellness initiatives, ~~which includes such as the~~ district Central Safety Committee, Wellness Committee, School-Based Health Center Advisory Committee, Administrative Council Meetings and other appropriate committees.
- Coordinates the activities of the school health services staff, ~~which -includesing hiring, scheduling and orienting~~ school nurse substitutes. ~~(i.e. hiring, scheduling, orienting)~~ Determines appropriate staffing patterns and substantiate requests for

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personnel additions/changes. Directs the delivery of health services provided by school nurses and auxiliary staff.

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- Prepares, defends, and controls the health services department budget.
- ~~Determine appropriate staffing patterns and substantiate requests for personnel additions/changes~~
- Develops and implements a system for data collection and analysis to demonstrate needs and trends in school health services.
- Recognizes the educational implications of student health concerns or problems and assist schools in the implementation of nursing services.
- ~~Use technology (assistive, informational, and medical) to effectively manage school health programs~~
- Completes and submits required state and federal documents/reports
- ~~Provide direction and supervision for the implementation of the school health program~~
- ~~Direct the delivery of health services provided by school nurses and auxiliary staff (e.g. for example CNAs)~~
- ~~Assess annually and orders~~ the necessary supplies and equipment for school health services delivery, and recommends appropriate health equipment needed to the school administration
- ~~Develop nursing protocols and procedures for assessing and managing student health care problems in consultation with the School Medical Advisor~~
- ~~Collaborate with the School Medical Advisor to develop standing orders for medications and special care procedures~~
- Establishes procedures for state mandated screenings and related medical referrals according to state guidelines
- ~~Review individual student health records, as needed, in order to identify student health needs and monitor nursing care~~

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- ~~• Consult with team members and participate in Planning and Placement Team and Section 504 meetings when health problems interface with education~~
- ~~• Assist the school nurses to develop and implement individualized student health care and emergency care plans within the appropriate educational program (regular education, Section 504 and Special Education)~~
- ~~• Assist the school nurses and Special Education teams to develop relevant student goals and objectives related to student health care services and, if appropriate, follow up with Medicaid billing~~
- ~~• Recognize the implications of health concerns/problems for the students and assist schools in the implementation of nursing services~~
- Plans and conducts professional development programs for school nurses, school personnel, parents, and community groups. in cooperation with school personnel and the School Medical Advisor. Participates in the Planning and Placement Team and Section 504 meetings when health problems interface with education.
- Develops, implements, and evaluates a comprehensive sports medicine program together with the Athletic Director, the School Medical Advisor, Athletic Trainer and other personnel, as appropriate
- ~~• Promote the integration of school based health center services with school health services~~
- ~~• Communicate and collaborate with the inter-disciplinary Preschool Assessment Team regarding the delivery of health services for preschool students~~
- ~~• Initiate and/or participate in health related professional development for school nurses and other school personnel~~
- Provides consultation to the local Board of Education and school administrators related to school health services and current health issues. Provides clinical consultation to school nursing staff. Interprets the school health program and policies to parents and the community.
- ~~• Interpret the school health program and policies to parents and the community~~
- ~~• Provide clinical consultation to school nursing staff and collaborate with them in developing, implementing, and evaluating school nursing practices~~

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- ~~• Provide supervision and evaluation of school nursing staff in accordance with the Competencies in School Nurse Practice document by the Connecticut State Department of Education~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

This position requires a Master's degree in nursing, public health or health education, a Baccalaureate degree in nursing, and at least with five (5) years of current school nursing experience and prior work experience with children with complex medical needs.

~~Appropriate education substitutions can be made.~~

#### Other

- ~~• Connecticut RN license and CPR certification, a valid driver's license, and prior experience working with children with complex medical needs (within the past two years) in a health care educational setting. Valid Driver's License.~~

### PREFERRED QUALIFICATIONS

At least one year of experience in a leadership role.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Ability to use ~~Requires~~ discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as student health records, supply requisitions, medication forms, accident forms, surveys, screening referrals, eligibility lists, drug handbooks,

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medical dictionary, OSHA manuals, procedures, guidelines and non-routine correspondence.

- ~~Requires the ability to communicate orally and in writing with the Director of Pupil Personnel and Special Education, students, parents, teachers, principals, administrators, physicians, paraprofessionals, social workers, psychologists, therapists, guidance counselors, pharmacists, speech pathologists, café and custodial personnel, psychiatrists and the public and to collaborate effectively with trans and inter disciplinary teams.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures

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- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~eet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, nursing/medical equipment, screening equipment, medical supplies and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as providing nursing care.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses a limited risk of injury. May be exposed to illnesses or disease.~~

Position requires stooping, kneeling, crouching, reaching, climbing and balancing.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/14/15
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