

ST. MARY'S COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION

SUPERVISOR OF HEALTH SERVICES

POSITION: Supervisor of Health Services

REPORTS TO: Director of Student Services and Academic Support

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Supervisor of Health Services administers, plans, organizes, implements, supervises, and evaluates the school health program for the local school community. The school health program includes health services, health education, and maintenance of a safe and healthful environment.

ESSENTIAL FUNCTIONS:

ILLUSTRATIVE EXAMPLES OF WORK:

- Assumes major responsibility for development, implementation, and evaluation of the health services program.
- Provides leadership in the planning and provision of staff development activities for school nurses.
- Provides clinical supervision of school nurses.
- Advises in the selection, purchase, and use of health room supplies and equipment.
- Serves as liaison with the health department on school health services, communicable disease management, and community emergency response.
- Coordinates the health services program with other student services.
- Assumes responsibility for management of all financial accounts for health services.
- Serves on interagency and interdisciplinary committees pertinent to school health.
- Carries out other duties as assigned.
- Assumes major responsibility for the Automated External Defibrillator (AED) Program.

DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS:

Minimum requirements include:

- License to practice as a registered professional nurse in the State of Maryland.
- Master's degree in nursing or its equivalent graduate study in nursing, health, education, or management and administration.
- Current cardiopulmonary resuscitation, first aid, and AED certified.
- Experience as a school nurse.

ADDITIONAL QUALIFICATIONS AND COMPETENCIES PREFERRED:

- Specialty certification in school nursing.
- Ability to provide effective leadership for all aspects of the health services program.
- Organizational and administrative skills to implement and promote the school health program.
- Interagency collaboration skills.
- Awareness of community resources and referral information.
- Advanced skills in interpersonal communication and health counseling.
- Knowledge of research and evaluation techniques.
- Knowledge and understanding of teaching-learning principles.

- Advanced knowledge of health, education, and legal issues pertinent to special needs students.
- Knowledge of school health laws, policies, and regulations.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this position will be based on the Administrative and Supervisory personnel salary schedule – Range 18.