

Naperville Community Unit School District 203 Job Description

TITLE:	SUPERVISOR OF HEALTH SERVICES
DEPARTMENT:	Student Services
REPORTS TO:	Assistant Superintendent for Student Services or designee
OVERALL DESCRIPTION:	The Supervisor of Health Services is responsible for the implementation of the overall health services program of Naperville School District 203
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Attaining satisfactory compliance levels of mandated health requirements and screening programs for District 203 students. • Coordinating services that promote staff and student health and safety, and enhance the learning environment. • Directing the activities of school health personnel • Consulting with District staff regarding student and parent concerns related to health • Interpreting physical examination reports, screening results, injury reports, etc. • Determining student needs resulting from accidents, injuries, illness, or developmental or physical handicaps. • Reviewing and assisting in developing care plans of medically fragile students. Consulting with parents, students, and staff regarding the implementation of care plans for medically fragile students and for students with chronic health concerns. Participating in Department of Student Services and Special Education Coordinators meetings. • Reviewing, researching, revising, and recommending procedures for District Health Services. • Scheduling, organizing, and managing various screening programs. • Budgeting for health supplies; ordering, distributing, and maintaining adequate supplies and equipment for Health Offices. • Planning and conducting in-services to increase skill levels of school health personnel. • Chairing the Medical Advisory Board and serving on other committees in the District as appropriate. • Serving on the District Crisis Review Team. • Preparing reports on student compliance with physical examination and immunization requirements.

	<ul style="list-style-type: none"> • Submitting reports as requested or mandated by Illinois Department of Public Health and other State agencies: <ul style="list-style-type: none"> ▪ State Immunization Report ▪ State Vision Screening Summary ▪ State Hearing Screening Summary ▪ State Communicable Disease Reports ▪ State Dental Examination Reports • Maintaining lists of susceptible students. • Acting as liaison and coordinating activities between School District 203 and various community health agencies, including participation in health related business partnerships. • Initiating and maintaining connections with community service organizations involved in student health. • Acting as a resource person to teachers and the curriculum department in the development of instructional units on health, family living, sex as related to growth and development, and behavior, drug usage, etc. • Providing direct health instruction to students. • Observing and consulting relative to safety precautions in the school buildings and educational areas. • Identifying needs and providing for in-service of staff regarding health and safety information • Reviewing professional magazines, journals, and publications as related to health, safety, school nursing, and growth and development of children. • Attending workshops, meetings, and conventions related to school health. • Participating actively in professional organizations related to nursing and school health. • Organizing and chairing meetings of School Nurses and Health Technicians. • Maintaining files of current health information. • Disseminating health/medical related information to school professionals and other staff • Will follow the responsibility of a School Nurse as outlined in the School Nurse job description as needed. • Will adjust time schedule to meet building needs
QUALIFICATIONS:	<p>Illinois Professional Educator License (PEL) endorsed for School Nurse ISBE Teacher Evaluation Qualifications 5 years experience as school nurse</p>

	<p>Audiometric Certification Vision Screening Certification CPR/Automated External Defibrillator (AED) Certification Instructor Certification for CPR and AED training</p>
WORK CONDITIONS:	<p>The work environment characteristics 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. While performing the responsibilities the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, and reach with arms and hands. Vision abilities required by this job include close vision. The noise level in the work environment is usually moderate</p>
TERMS OF EMPLOYMENT:	<p>Salary per the NUEA contract plus stipend Performance evaluated in accordance with the NUEA performance evaluation process</p>