

# DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <i>Health Service Supervisor</i>	<b>Department / Building:</b> <i>Specialized Education Services/District Education Center</i>
<b>Reports to:</b> <i>Executive Director of Specialized Education Services</i>	<b>FLSA Status:</b> <i>Exempt</i>
<b>Band/Grade/Subgrade:</b> <i>C-5-2</i>	<b>Bargaining/Work Unit:</b> <i>Coordinator/Mgr/Supervisors</i>
<b>Tier/Lane:</b>	<b>Position Last Updated:</b> March 2026

### SECTION II: JOB SUMMARY

The Health Services Supervisor for Eastern Carver County Schools provides leadership and coordination of comprehensive health services for students within district boundaries. As a certified public health nurse and licensed school nurse, this leader directs, collaborates, integrates, facilitates, and evaluates school health programs to promote positive academic and developmental outcomes for preschool, school-age, and transition-age youth.

The role advances whole-child outcomes through health promotion, disease prevention, health maintenance, and strong mental and behavioral health support. This includes integrating physical and mental health practices, promoting early identification of mental health concerns, supporting crisis response and safety planning, and partnering with school teams to reduce barriers related to anxiety, depression, trauma, and other social-emotional needs that impact learning.

The Health Services Supervisor develops and sustains effective partnerships among schools, families, and local, state, and national health and mental health systems. Primary responsibilities include training, delegation, monitoring, and supervision of health care procedures delivered by building nurses to ensure safe, equitable, and student-centered care.

This position serves as a member of the Specialized Education Services administrative team and supports districtwide efforts to advance student wellness, resilience, and readiness to learn.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b>  <i>Supervise District School Nurses, Health Associates/Para-professionals, Clerical Staff, Special Education Social Workers</i>
<b>Percent of Time:</b>	60%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Analyze workflow related to the effectiveness and efficiency of assessment processes in the school health services program.
- Supervises, coordinates, and provides leadership over the operations and health services staff.
- Recruit, interview, and make hiring recommendations for school health services personnel.

- Direct, monitor, and evaluate school health services staff, including the development and evaluation of staff improvement plans.
- Advise and make recommendations to the Executive Director of Human Resources regarding the Minnesota Nurse Practice Act.
- Arrange for substitutes. Maintains and manages a substitute nurse pool.
- Assists nurses in writing Individual Health Plans and PCA plans of care.
- Maintains confidentiality of work-related issues, records, and ECCS information.
- Supervises, coordinates, and provides leadership over special education social worker team.
- Monitor and evaluate Special Education Mental Health program, referrals and services
- LCTS support of training, documents, and budget
- Oversee #Stigma180 program

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	5%	<i>Organize and Conduct Professional Development</i>

**Tasks involved in fulfilling the above duty/responsibility:**

- Development and training of staff who provide health services, physical & mental health, and other staff who contribute to a student's overall health status.
- Development and delivery of orientation for new and substitute staff.
- Develop and coordinate quality improvement activities.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	5%	<i>Health Policy and Procedure Development, Implementation, and Evaluation.</i>

**Tasks involved in fulfilling the above duty/responsibility:**

- Assessment, planning, and evaluation of the health services component of the coordinated school health program.
- Develop, implement, and evaluate school health services policies and procedures to support student learning & delivery of care to students and the practice of nursing.
- Assure policies and procedures adhere to state and federal legal and regulatory requirements, and ethical standards of nursing practice.
- Implementation of communicable disease control in the schools, including monitoring, surveillance and participation in disease prevention and outbreak management.
- Interpret health mandates, recommendations and trends to school personnel.
- Advocates integration of district vision and policies into action plans.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	2%	<i>Provide Consultative Service</i>

**Tasks involved in fulfilling the above duty/responsibility:**

- Provide health-related consultation as a member of the specialized education team.
- Provide consultation and recommendations in the planning and development of accommodation plans for Section 504 eligible students.
- Serve as a health care consultant for school personnel, students, and their parents/families.
- Provide professional health care leadership to administrators and school staff.
- Interpret health mandates, recommendations, and trends to school personnel.
- Consult and provide input into committees that share responsibility for wellness and health, i.e., health & safety committee, emergency preparedness committee, employee wellness committee, etc.

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b>  <i>Community/Agency Liaison</i>
<b>Percent of Time:</b>	2%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Function as the liaison between the school and local health service agencies/providers.
- Establishes and maintains collaborative relationships with community health partners.
- Serves on community leadership committees: Carver County Community Health Partners, Carver County Emergency Preparedness, and Statewide Health Improvement Program Collaborative.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b>  <i>Health Counseling, Intervention, and Prevention</i>
<b>Percent of Time:</b>	8%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Coordinate the establishment of guidelines, procedures, and training in the Cardiac Emergency Response Plan, First Aid/CPR for schools and staff.
- Coordinate and monitor AED programs in the schools
- Coordinate screening programs and immunization review/follow-up for the schools.
- Coordinate the establishment of guidelines, procedures, and training of blood-borne pathogen/Hepatitis B vaccination/Post-Exposure Plan.
- Coordinate the district's annual flu vaccination clinic for district staff.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b>  <i>Budget Development and Maintenance</i>
<b>Percent of Time:</b>	2%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Recommends and manages the health services budget. Orders and purchases district health service supplies and equipment.
- Monitor equipment needed and budget requests from individual buildings, including capital expenses.
- Develop and maintain vendor agreements for supplies and services.

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b>  <i>Provide coordination of Health Data/Technology support</i>
<b>Percent of Time:</b>	2%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Develop, implement, and evaluate the system for the identification of students with special health care needs.
- Establishes and monitors the pupil health record system.

<b>Duty/Responsibility No:</b>	9	<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>	6%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Coordinate third-party reimbursement for health-related services.
- Assists with the implementation of time studies for SEDRA reporting.
- Participates in third-party reimbursement networking meetings with area districts.
- Oversees training and certification of personal care assistants.
- Reviews state and federal regulations for third-party reimbursement.
- Interprets DHS guidelines for school-based PCAs.

<b>Duty/Responsibility No:</b>	10	<b>Statement of duty/responsibility:</b>  <i>Wellbeing Activities</i>
<b>Percent of Time:</b>	8%	

**Tasks involved in fulfilling the above duty/responsibility:**

- Develop, promote, and advise on wellbeing activities
- Development and delivery of District Health Council meetings.
- Collaborate with Carver County Public Health and Statewide Health Improvement Program staff on wellbeing goals, activities, and funds.
- Develop a strategic plan and goals for district well-being.
- Supervise the wellness specialist on communication and implementation of wellbeing activities.
- Enhance the educational process through the modification or removal of health-related barriers to learning by promoting student well-being.

**Other Duties as Assigned**

<b>SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES</b>
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- Ability to read, analyze, and interpret general school and health professional journals, technical procedures, and government regulations.
  - State and Federal laws and regulatory issues governing public health
  - Special education legislation and services
  - Scope of school nurse practice
  - Development, management, and evaluation of school health programs
  - Environmental health within the school community
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, and community providers/resources
  - Understanding of Community, including community as a system and aggregates as clients
  - Family theory, assessment, and intervention
  - Contemporary health and psychosocial issues that influence children
  - Health care delivery systems and the concepts of primary health care
  - School as a non-traditional health care setting
  - Counseling and crisis intervention
  - Case finding, case management, and advocacy
- Willingness to offer training
- Strong organizational skills
- Strong computer background, including Microsoft Excel
- Strong judgment/analytical skills
- Experience in presentation, communication, and team-building skills
- Personal integrity and honesty
- Ability to maintain a positive work environment, regular attendance, personal dependability, positive

- attitude, and interpersonal skills
- Ability to manage department budget
- Ability to communicate verbally and in writing
- Ability to handle Transitions
- Program management, including personnel supervision
- Leadership, networking, and collaboration
- Ethnic and cultural sensitivity and competence
- Regular attendance
- Principles of record keeping management and management of confidential records
- Knowledge and ability to use email
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statement of Eastern Carver County Schools

## **SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS**

- BA or BSN degree from an accredited four-year college or university
- Registered Nurse licensure from the Minnesota State Nursing Board
- MN Public Health certification
- Licensed School Nurse in Minnesota (LSN) through the Minnesota Department of Education
- Master's preferred
- CPR/AED certified

## **SECTION VI: EXPERIENCE REQUIREMENTS**

- 5 years of prior experience in school health care – five years of relevant clinical & administrative nursing practice in school health/community health, or other related administrative practice.
- Previous managerial experience preferred

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## **SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS**

- A clear and demonstrated commitment to the District mission, which is to ensure high-quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

### *Other Duties as Assigned*

- At times may be required to work outside normal business hours and work extended hours to accomplish the requirements of this position.