

POSITION DESCRIPTION

Position: Health Services Supervisor

Purpose: Under the direction of the Director of Special Services, the Health Services Supervisor provides leadership in the development, coordination, implementation and evaluation of health services.

Primary Customers: **Internal:** Students, nurses/health office staff, teachers/ staff, site administrators, and district administrators
External: Parents, community, Community Health Agencies, health care providers

Position Qualifications: **Education/Certification:**

- Bachelors Degree in Nursing from an accredited college or university
- Masters Degree in Nursing or Education preferred
- Licensed as a Registered Nurse (RN) by the MN Board of Nursing
- Registration as a public health nurse (PHN) by the MN Board of Nursing
- Minnesota School Nurse License (LSN) from MN Professional Educator Licensing and Standards Board

Experience:

- Minimum of three years of experience as a licensed school nurse.
- Experience in administrative nursing practice in school or public health or other related administrative practice preferred.

Qualifications:

- Excellent knowledge of MN laws/regulations that pertain to health services and public health.
- Excellent communication skills
- Ability to evaluate staff competencies in the provision of nursing services and related services
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of Eden Prairie Schools
- Knowledge of school health, public health and the Minnesota Nurse Practice Act.
- Understanding of due process rights and procedural safeguards specific to MN Statutes and Federal law (IDEA) in special education and related services along with Section 504 in relation to health services
- Ability to complete data-based decision-making by utilizing a systematic approach to reporting and organizing information.
- Outstanding interpersonal communication skills which will facilitate joint problem solving and innovative planning
- Understanding of principles which underlie the financing of school health services; and ability to project revenue and expenditure to facilitate program decision-making.

- Understand a variety of health care procedures and nursing practices
- Knowledge of interagency collaboration and agreements
- Understanding of community resources, State and county services.
- Understanding of parent involvement in decision-making and problem-solving.

All positions are designed to support the **MISSION** of Eden Prairie Schools:

Inspiring Each Student Every Day

Essential Responsibilities:

- Supervise and evaluate licensed nurses and health office staff using district identified processes and procedures.
- Provide leadership and facilitate staff development in best practices related to school health services.
- Partner with building administrators and special services administrators.
- Communicate with the Director of Special Services in planning program and staff development activities, budget development and management, individual student and personnel issues, and ongoing best practices in health services related to the Minnesota Nurse Practice Act.
- Provide health related consultation and recommendations in the planning and development of student health needs
- Participate in recruitment and hiring of staff including licensed nurses and health services paraprofessionals.
- Assist in planning, coordinating, implementing and supervising a quality health services program within the policies, philosophy and goals of Eden Prairie Schools during the regular school year and extended school year (ESY).
- Collaborate on the develop, implement, and evaluate school health services policies and procedures to support student learning and the delivery of care to students and the practice of nursing
- Oversee implementation of technology systems and web-based systems that support health services work and protect student data.
- Participate in data processing and information management activities related to required state reporting and billing.
- Coordinate third party reimbursement systems for all special education, health services, and related services for all students including reporting, training, and certification needs.
- Collaborate as a member of the district's wellness team and emergency management work.
- Project future needs and participate in planning activities related to changes in school district enrollment, making recommendations for staff, facilities, interagency agreements, and staffing to meet ever-changing needs during regular and extended school year.
- Foster relationships with state, county and local agencies and organizations to act as a liaison between the school and the partners that support health services
- Participate in statewide and regional planning and informational meetings for public health and educational nursing services.
- Maintain current knowledge regarding state and federal laws, rules, regulations and best practices within health services.
- Coordinate the guidelines and procedures for all required school personnel health and safety training .
- Coordinate screening programs, immunization efforts and district flu clinics.

- Other duties as assigned.

Standard Measures of Accomplishment:

1. A clear and demonstrated commitment to the Eden Prairie Schools mission, which is to inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world.
2. Performing assigned responsibilities in a manner consistent with the district's established Core Values.
3. Advancing the district's mission and values through careful attention to the key issues of equity, learning, environment, and resources.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor.

All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number:	AST Level K
Hours/Week:	40 hours per week
Days/Year:	220

Evaluation: A continuous performance improvement process will be developed with the Director of Special Services