

JOB TITLE: **SUPERVISOR, DEPARTMENT OF SCHOOL
HEALTH SERVICES**

REPORTS TO: Director, Department of School Health Services

POSITION PURPOSE:

Provides supervision for staff in the planning and implementation of direct health care to students in Multnomah County public schools. Responsible for the supervision, coordination and evaluation of assigned personnel and activities of various programs in the Department of School Health Services.

NATURE & SCOPE:

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to prior approval by the supervisor of this position.

ESSENTIAL JOB FUNCTIONS:

1. Supervise, orient, and evaluate department staff, including regular staff, substitutes, and student nurses and submit written staff evaluation reports as directed.
2. Assist in the development, implementation, and evaluation of practice and procedures appropriate to specific health professions license requirements.
3. Observe and evaluate the nursing practice of regular, temporary and substitute staff and provide follow-up including consultation, recommendations and/or demonstrations of nursing technique as required.
4. Create and provide written reports regarding program operations as requested by Director.
5. Provide input and monitor budget assigned to specific program operation.
6. Make recommendations to the director regarding personnel matters relating to the department.
7. Conduct interviews for new regular, substitute and temporary staff and make recommendations to Director for hiring.
8. Develop and implement staff improvement plans as needed.
9. Conduct staff meetings for assigned programs/staff.
10. Inform Director regarding decisions and actions affecting the department/programs/agency.
11. Coordinate health services such as clinics and health screenings with community health care providers.
12. Consult and collaborate with parents, teachers, school administrators and community health or social service agencies to address student health problems and plan health services.
13. Participate in interdisciplinary/interagency collaborative efforts to enhance health programs/services to the school community.
14. Assist the Director in preparing and implementing program/service objectives for the section(s).
15. Assist the Director in the development of resolutions and other projects.
16. Attend Department of School Health Services Advisory Committee meetings and disseminate information regarding programs.
17. Implement activities of department programs as approved by the Director.

Adopted: 7/18/85

Revised: 7/1/98

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18. Act as a resource person to staff, school personnel, parents and other community providers.
19. Assist the Director in the administration of rules, regulations and procedures within the policy structure of the ESD for the operation of the department/programs.
20. Communicate the agency and department mission and values to staff, local district personnel, parents, students and community agencies.
21. Collaborate with other ESD departments, school personnel, community providers (agencies), and constituent districts to develop, implement, direct and evaluate community-based services that address the mission of MESD and SHS.
22. Contribute to a positive and productive work environment.

OTHER JOB FUNCTIONS:

1. Assist staff assigned to other SHS supervisors in the absence of that supervisor.
2. Collaborate with university faculty to provide clinical/practicum experience for baccalaureate and graduate students in appropriate health professions.
3. Perform other job-related duties as assigned by director.
4. Supervise and coordinate activities of temporary employees and volunteers within department as assigned by the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated leadership skills, which reflect a variety of problem-solving strategies.
- Demonstrated skill in organization of ideas and resources.
- Demonstrated effective human relation skills, which include ability to listen to and accept differing opinions, ability to manage and resolve conflict and ability to respond tactfully.
- Demonstrated flexibility and adaptation to change.
- Demonstrated effective written and verbal communication skills.

EDUCATION AND EXPERIENCE:

Valid Oregon license to practice as a registered nurse. Minimum of three years experience within the last seven years in school nursing. (Two years of community health nursing experience may be substituted for up to one year of school health experience.) Bachelor's degree in nursing, management or other health-related field, or 3 years experience in MESD Department of School Health Services as a school nurse.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.