

## **Coordinator, Health Services**

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. Our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of Superintendent through the Executive Director of Student Well-Being, the Coordinator, Health Services will be the district leader and expert in school health services for school sites and central office. This individual will be responsible for the coordination, development, and promotion of student health, with a key focus on putting our students at the center of all of our policies, procedures, and best practices. The Coordinator will ensure health services are delivered within the parameters of county, state, and federal standards and regulations. This individual will develop and coordinate staff development programs for school nurses, teachers, coaches, and administrators on health issues which have an impact on students, families, and staff.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Ensures the effective delivery of health services in all schools
- Develops, implements, and revises health services procedures.
- Collaborates on behalf of HCPSS with Howard County and Maryland Health Department, Maryland State Department of Education, and other health related stakeholders.
- Selects personnel, manages budget, and performs other managerial functions
- Develops, implements, revises, and evaluates Health Services processes and procedures to promote student achievement and well-being.
- Implements State School Health Services Guidelines as minimum standards of care.
- Organizes and implements health screening programs
- Ensures the development and implementation of nursing care plans for students with identified special health needs and shares information with appropriate staff
- Complies with Code of Maryland Regulations (COMAR) for School Health Standards and Nursing Practice
- Interprets school health laws, regulations, and policies for school nurses, administrators, and staff
- Obtains special health reports from health care providers and organizations and interprets these findings for staff
- Collaborates, consults and serves as liaison with Maryland State Department of Education, and state and local health department and other school and community agencies to provide health services to students
- Reports and consults with local health department in the control of communicable disease
- Develops and implements an annual budget for the health services programs
- Organizes, maintains, and recommends equipment and supplies for the health services program
- Supervises and evaluates HCPSS health specialists, nurses and health assistants
- Partners and collaborates with the Department of Human Resources to recruit and hire of all HCPSS Health Services personnel
- Provides consultative services to HCPSS staff regarding student health needs
- Leads and assists cross-functional and multi-disciplinary teams to coordinate system-wide health initiatives.

- Reviews, evaluates and recommends updates/changes to HCPSS policies and procedures in accordance with legislative actions, regulations and best practices in school health services to assure provision of comprehensive health services for students.
- Represents HCPSS on relevant boards, commissions and committees.
- Utilizes serious incident data and public health trends to make recommendations for programmatic offerings to schools, and design and implement health education campaigns and activities in support the health and well-being of students and for disease prevention.
- Reviews, updates and assures implementation of required health related training and professional development for district staff.
- Assigns priorities for health-related interventions in order to provide the greatest benefit to the HCPSS communities, including students, families, and staff.
- Advocates with local and state authorities in improving the access to health services in underserved communities.
- Provides information to the school community, including students, families, and staff, on local health programs and services that are available to improve access to care.
- Develops and delivers effective, targeted, and culturally appropriate health education programs for schools and families to inform school communities of health promotion practices, disease prevention, and public health outbreaks.
- Manages public health issues by connecting students and families with health-related resources and services, such as access to immunizations and healthcare services to provide a healthier environment for students and families.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **MINIMUM QUALIFICATIONS**

**Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Applicants who do not meet all minimum qualifications as detailed on the application will not be considered for the position.**

### **Education**

- Master's degree in nursing or related field from an accredited college or university.
- Hold a valid active license as a Registered Nurse (RN) in the State of Maryland.
- Hold a valid Maryland Driving License.

### **Experience**

- Five (5) years of experience in community health with children or school health nursing which must include (3) three years of the following experience:
  - Supervisory nursing experience
  - Budget management and the utilization of contracted services and related budgets.

## **PREFERRED QUALIFICATIONS**

- Two (2) years of experience working withing a large-scale organization in a leadership role with responsibilities in managing systemic or organizational health related student services.
- Two (2) years of experience leading cross-collaborative teams in coordinating and delivering key programs and initiatives related to student health.
- One (1) year of experience working with community organizations or government agencies.

### **Knowledge, Skills, and Abilities**

- Have a valid Maryland Driver's License.
- Possess excellent oral and written communication skills.
- Demonstrate management, leadership and human relations skills.
- Knowledge of school nursing procedures, developing and leading projects with multidisciplinary teams.
- Knowledge and recognition of policies, objectives, rules, and regulations related to the school health program.
- Skills and knowledge of health and safety regulations, acute and chronic illness and injury, and communicable diseases.
- Possess knowledge and skill in the use of computer technology.
- Ability to communicate school health and safety priorities to district administration, building principals, staff, parents/families, community organizations and students using a variety of tools.
- Expertise in public health, particularly related to youth and families and school-related health and safety standards and regulations.
- Thorough knowledge of student health services programming, behavioral health interventions, substance abuse programming, and youth suicide prevention preferred.
- Working knowledge of Maryland State school health requirements; demonstrated ability to plan, coordinate, and implement wellness and health related services; ability to mobilize local resources in response to emerging and crisis events; ability to work effectively with community, governmental and other organizations to serve students; excellent communication skills both orally and in writing.
- Strong meeting and group facilitation skills.

### **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualification

### **EMPLOYMENT INFORMATION**

This is a 12-month position in the HCASA-NCS Unit. The current salary range for this position is \$113,792 – 168,927. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

### **APPLICATION REQUIREMENTS**

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic

requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@hcpss.org).

#### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.