

## **Supervisor, Health Services**

The Howard County Public School System (HCPSS) is one of the leading school systems in 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**

The Health Services Supervisor, under the direction of the Coordinator of Health Services, provides supervision of nurses and health assistants, staff development and coordination of the health services program and consultative services.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Supervises and evaluates health services staff.
- Provides and arranges orientation for nurses and health assistants to the school health services program.
- Assists the Coordinator of Health Services in the development, implementation, evaluation and monitoring of the health services program and budget.
- Provides staff development for health services staff and other HCPSS staff as needed.
- Advises and participates in the development and implementation of plans for student health care.
- Provides consultative services to health services staff, school staff, and administrators.
- Assists in school team processes as appropriate.
- Revises health services policies and procedures as needed and in accordance with appropriate timelines.
- Serves on HCPSS and community-based committees.
- Serves as Health Services representative and participates in student conferences and meetings.
- Conducts audits and data analysis for state-mandated programs and school system goals.

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 the qualifications listed below to be considered for the vacancy.**

#### **Education and Certification:**

- Bachelors degree from an accredited college or university in nursing or a closely related field.
- Active and unrestricted Registered Nurse license.
- Active CPR certification.

#### **Experience:**

- Minimum of four (4) years work experience in community health or school health nursing.
- Minimum of two (2) years of healthcare leadership experience in positions such as charge nurse, clinical partner, clinical lead, nurse educator, nurse supervisor/director, or in a nursing informatics role.

### **PREFERRED QUALIFICATIONS**

- Masters degree from an accredited college or university in nursing or a closely related field.
- Possess a National Board Certification in School Nursing.
- Knowledge and proficiency with technology such as word processing applications, presentation software, web-based productivity and collaboration tools (Microsoft Office and Google Suite), and data management systems.

### **SPECIAL REQUIREMENTS**

This position may be required to participate in meetings and events that may take place outside of standard business hours.

### **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 and preferred qualifications 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 qualifications.

### **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators (HCASA-NCS) employee unit. The current starting salary range for this position is \$95,979 - \$142,480. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position may have flexible work from home options available. Approval is based on the needs of the department and the school system.

### **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 documents) required to verify that you meet the minimum qualifications.
- All supplemental materials (i.e.: resume, letter of introduction, and 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.