



## **Job Description**

**Job Title:** Supervisor of Health Services

**Position Code:** 1E17

**Job Classification:** Exempt

**Supervisor:** Executive Director of CNS & Wellness

**Pay Grade:** 42

**Contract Length:** 245 Days

### **Job Summary**

Position provides supervision of all Health Services programs in the division including: supervision of all Health Services Staff; development and interpretation of health policies and procedures to ensure a safe and healthy school environment; and recommendations in all areas of medical concerns within the school division. The position serves the schools on various health committees and advises the school division on student wellness issues.

### **Essential Duties**

1. Supervises and directs the Health Services staff; establishing uniform procedures and assisting with problems that develop in the schools.
2. Interprets and explains public health laws to school staff members and parents.
3. Serves on school and interagency committees that need medical representation.
4. Attends the meetings of agencies and organizations whose work is related to the school public health program.
5. Develops recommendations on measures necessary for the control of communicable disease within the school system and aids in the decision to exclude and/or readmit students and/or employees.
6. Plans and directs continuous in-service training programs for Health Services with regard to health issues of students and staff.
7. Develops procedures and protocols for the health services staff.
8. Selects nursing personnel and inducts new employees.
9. Reviews the student and wellness policy and oversees the school division's Medical Advisor.
10. Maintains leave status for all Health Services staff and submits absence forms to Payroll as required.
11. Oversees and implements the division-wide Exposure Control Plan to reduce risk of exposure and proper handling of potentially infectious materials and assures compliance with the OSHA/VOSH Bloodborne Pathogens Standard.
12. Organizes student immunization programs to prevent communicable diseases.
13. Arranges for substitute coverage at all clinics as necessary.
14. Advises on medical concerns related to medically fragile students and in-school nursing and medical care of all children.
15. Prepares periodic activity reports and monitors usage of the school clinics.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Attends school board meetings as requested.
2. Provides emergency nursing assistance as needed.
3. Performs other related services as needed in medical situations.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree in Public Health or Nursing required, with a license as a Registered Nurse issued by the Commonwealth of Virginia. Considerable experience in professional and school nursing work required. Position requires thorough knowledge of public health laws and ordinances as they pertain to students and staff, public health administration, local health and social agencies, prevention of communicable diseases, nutrition, safety, prescription drug handling and employee health and wellness. Must have ability to plan, coordinate and supervise a staff of RNs, LPNs and clinical assistants, interpret and communicate public health laws and regulations and establish and maintain an effective working relationship with students, teachers, administrators,

and the public. Current CPR certification required with knowledge of OSHA/VOSH Bloodborne Pathogens Standards and other laws concerning school health.

### **Working Conditions & Physical Requirements**

Duties are performed in an office, school and clinical setting. Must have ability to communicate effectively both verbally and written with or without accommodation, to provide in-service training sessions and communicate with public. Visual acuity necessary to observe medical condition, patient conditions make diagnosis and/or effect appropriate first aid treatment. Manual dexterity to provide appropriate treatment when necessary. Occasional lifting may be required to lift or move a patient. Must be able to get to clinic sites.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** RNs, LPNs, and Clinical Assistants who also report to the School Principal.

**Supervision Received:** Executive Director of Child Nutrition Services and Wellness

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor of Health Services will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Child Nutrition Services and Wellness or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

### **Approvals:**

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| Supervisor | Date |
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**I acknowledge that I have received and read this job description.**

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| Employee Name (Print) | Signature | Date |
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Revised 08/2025