



# EUGENE SCHOOL DISTRICT

Equity. Excellence. Innovation.

## Job Title: Student Health Services Supervisor

**Reports To:** Director of Student Services  
**FLSA Status:** Exempt  
**Compensation:** Grade 10 (MAPS AD-12 '25-'26 Salary Schedule)

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### Position Overview

This position has the responsibility to oversee health services throughout all district schools and programs, coordinating the delivery of nursing care to students during school hours. This position hires, supervises and evaluates the registered nurses, licensed practical nurses, health assistants and the health services secretary. The Health Services Supervisor works collaboratively with all departments as needed for the provision of student health services, and also acts as a liaison to stakeholder organizations, Lane County Public Health, and other groups throughout the county and state. This position completes ODE required data collections for health services and related content, and also works collaboratively to update district policies related to the provision of health services. All services are provided within the context of standards of nursing practice and in accordance with State laws and regulations, and district policies and procedures.

### Minimum Qualifications:

*Any combination of experience and training that would likely provide the required knowledge, skills and abilities may be considered qualified as determined by Human Resources.*

#### *Education*

- Bachelor's degree (required) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or another similar field.

#### *Experience*

- Registered Nurse through the Oregon State Board of Nursing.
- Three years or greater of nursing experience in a public health setting.

#### *Preferred Qualifications*

- Master's Degree in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or another similar field.
- Experience working in public K-12 schools, as a nurse or supervising nurses.
- Written and oral communication skills and proficiency in Spanish.

### General Requirements

*This position has the following expectations and prerequisite abilities.*

1. Present self and 4J in a professional manner including: in oral and written communication, professional disposition when working with others and maintaining professional dress standards.
2. Demonstrated experience with program planning and oversight, and budget preparation and management.
3. Ability to design and lead professional development.
4. Ability to use technology to support staff training and program accountability.
5. Maintains regular communications including checking and replying to work email on a daily basis.
6. Maintains compliance with state and federal laws relating to school-based health services, nursing, and public education.
7. Ability to effectively communicate, disseminate, and effectuate verbal or written communication and directives to a diverse group of administrators, staff, and the broader district community.
8. Maintain a high degree of professionalism, integrity, dependability and maintain a high level of confidentiality in accordance with HIPAA, FERPA and adherence to the competent and ethical educator practices.
9. Promotion of equity and diversity in all settings and processes and a commitment to anti-racists principles.
10. Maintain compliance with state and federal laws governing all aspects of our agency including ORS, OAR, IDEA, FOIA, and CIPA.

11. Exceptional prioritization of tasks, timely completion of work assignments, ability to take the initiative and work independently with minimal supervision.
12. Demonstrates respectful, flexible and effective teambuilding skills of cooperation, communication and active participation.
13. Ability to understand and follow oral and written directives, find requested data and present in user-friendly formats for internal and public distribution.
14. Maintain regular attendance at work. Be punctual in meeting deadlines, attending meetings, and following schedules.
15. Ability to lift, carry at least 25 pounds and/or the ability to sit for extended periods of time in a vehicle or work setting.

*\*Work Environment – Office Environment – Active/ Travel - Frequent*

### **Essential Functions**

*This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, and duties associated with this position. The supervisor of this position may modify this list at any time it's deemed necessary.*

1. Hires, evaluates and supervises the licensed and classified positions necessary for provision of health services to each school in the district. Arranges for contract agency staffing when district hires are not available or expedient.
2. Consults and actively supervises direct nursing services, both school-wide and in regard to student health plans. Provide recommendations on best practices.
3. Evaluates services in school health programming to lead improvements for comprehensive services for students.
4. Manages all health services in the school district, including:
  - a. Managing nursing staff (school district nurse and 1:1 nursing dependent);
  - b. Coordinating and training staff on delegated care;
  - c. Coordinate with the district Medicaid Coordinator for nurses to bill Medicaid for applicable services.
  - d. Complete quarterly Medicaid Administrative Claiming time reviews for applicable services.
5. Liaisons with local and state officials regarding opportunities to provide and increase health services to produce equitable outcomes for students.
6. Collaborates with groups and individuals who are stakeholders in student and community health.
7. Attains and integrates evidence-based knowledge and clinical competency, including appropriate technology and service delivery. Incorporates any changes to nursing theory or services into practice.
8. Coordinates delivery of school health services, including health screenings, communicable disease control, health education, and environmental monitoring.
9. Consults and collaborates with Prevention and Mental Health Administrator on intersections between physical health, nursing care and mental health systems.
10. Develops nursing programs, policies, procedures and standards, recommendations regarding statistical requirements, program changes and staffing to ensure quality.
11. Provides health guidance to prepare students to participate knowledgeably in their own health care.
12. Initiates, facilitates, and interprets preventative, developmental and diagnostic procedures within the field of practice.
13. Directs staff development activities including individual guidance and recommendations for staff education and in-service. Attends staff development programs and clinical practice seminars as needed.
14. Serves on advisory committees/consultation for health accommodations necessary to support student individual education care plans (i.e. 504 and IEP).
15. Assists in the formulation of a district's wellness and health program including: nutrition services, health services, health and safe school environment, and parent, community involvement, and health education.
16. Maintains knowledge of the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law.
17. Supervises the reporting of any known or suspected communicable disease cases to the local health department.
18. Maintains working knowledge of applicable laws and nursing practice regulations and standards.
19. Maintains valid driver's license and vehicle available for use on the job;
20. Proficiently navigates internal and external data systems, including data entry and report production pertinent to delivery of school health services.
21. Maintains data and records needed for health services related state reporting, and completes district and state reporting within timelines. Completes other required reports and professional paperwork.
22. Complies with District and State standards of professional conduct;
23. Perform other duties and assume other responsibilities as assigned.

**EMPLOYEE STATEMENT:** “I hereby certify that I possess the physical and mental abilities to fulfill the essential functions of the above position with or without reasonable accommodation. If I require accommodation(s) in order to fulfill any or all of these essential functions, I agree to provide information to Eugene 4J on any accommodation required to perform a task.”

**EMPLOYEE/SUPERVISOR STATEMENT:** “We certify that we have reviewed and discussed the above position description and understand its contents.”

Employee Name (Please Print)	Employee Signature	Date
Supervisor Name (Please Print)	Supervisor Signature	Date