

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

Posting No. 2008-18

Human Resources Department
1101 S. Raisinville Road Date: April 1, 2008
Monroe, Michigan 48161
734-242-5799 _____

POSITION POSTING

Position Title: Supervisor of Health Services

Reports to: Special Education Administrator/Supervisor

Available: Full-time position available July 1, 2008
Work schedule based on 240 contract days
Hours and schedule determined at time of employment

Affiliation: Monroe County Intermediate Federation of School Administrators membership effective upon employment

Salary & Benefits: Salary to be determined by qualifications and experience and as specified in the MCIFSA Master Agreement salary schedule. Benefits as specified in the MCIFSA Master Agreement.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duties: (other duties may be assigned)

1. Supervise other health related employees as assigned by the administration.
2. Assess and evaluate the health and developmental status of students and the use of appropriate evaluative techniques.
3. Interpret nursing assessments of medical evaluations to the students, their parents and school personnel and provide an understanding of implications for the educational performance of students, while recognizing and maintaining the confidential nature of the information.
4. Plan a course of action and assist students, their parents and school personnel in assuming proper roles for eliminating, minimizing, preventing or understanding the health problems which interfere with effective learning by a student.
5. Stimulate incorporation of health education in the school curriculum by serving on curriculum committees, serving as a consultant and resource person or participating in teacher-parent education programs.
6. Serve as a liaison between school and home, private physician, and community agencies regarding the health status of students and their needs.
7. Interpret health information when serving as a member of a special education placement committee or other programs in which health information is desirable.
8. Plan and provide inservice education, in cooperation with other appropriate personnel, for school personnel regarding health observations, referral systems, first aid and emergency care procedures.
9. Maintain immunization records on all students and report such information on new students to the Department of Health as required by law.
10. Cooperate with the administration and staff in establishing school health program policies and procedures in order that professional skills and knowledge may be used effectively in working with students, staff and parents.

11. Responsible for the administration of prescription medication to students during the school day, according to school district policy.
1. Train and monitor performance of school personnel to perform certain health related procedures necessary for the student to attend school such as tube feedings, suctioning, catheterizations, etc. and performing these procedures when the properly trained staff is not available.
2. Maintain regular, predictable attendance.
3. Adherence to work rules.
4. Such other duties as assigned by the Assistant Superintendent for Special Education.

Qualifications

Education: A baccalaureate degree in nursing.

Licensure: Valid Michigan Registered Nurse License

Experience: Minimum of three years nursing experience preferred.

Criminal History Check: All employees of the Monroe County Intermediate School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$49.25 is the responsibility of the employee.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. The employee must be able to visit various classrooms in the county. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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.

The noise level in this position varies. When visiting a classroom the noise level will be loud, in the office, quiet and at meetings, moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety and well-being of students.

APPLICATION

PROCESS: (Applications accepted through April 18, 2008 or until filled.)

Internal applications: Current Monroe County Intermediate School District employees who meet the qualifications must complete the online Application at www.misd.k12.mi.us to be considered. (Click on "Employment" and follow instructions to apply for this position - #2008-18 and update education and work experience, if applicable.) Any supporting documents must be uploaded with the application.

External applications: Must complete online Application at www.misd.k12.mi.us. (Click on "Employment" and follow instructions to apply for this position - #2008-18 – through the link at the bottom of the position description.) Faxed or mailed applications will not be accepted. Supporting documents required (transcripts, 3 letters of reference, and applicable certifications/license) must be uploaded with the application.

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