

## **DISTRICT HEALTH AND SAFETY SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving the administration of the health and safety program of a school district. An incumbent in this position will be responsible for developing and maintaining standards of professional nursing services, assist in the development of policies and procedures, act as a liaison relative to health and safety issues, coordinate training sessions, and participate on various committees. Specialized assignments related to health and safety may also be given to incumbents in this title.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title:

1. Supervises all health office functions, including nursing services in public and non-public schools in the district;
2. Participates in the recruitment, employment, orientation and training of nursing staff;
3. Acts as liaison with the School Physician, the Department of Health, local police and fire departments, and community organizations;
4. Keeps abreast of Federal, State and local mandates regarding health and safety and insures district compliance;
5. Investigates and responds to parents and staff concerns related to health and safety issues;
6. Assists with the preparation of the nursing budget;
7. Participates as a member of various health and safety committees;
8. Leads and participates in the review and development and implementation of the District-Wide Safety Plan and District Code of Conduct;
9. Assists in the review and implementation of the building safety plans;
10. Arranges health and safety education programs and training sessions for staff;
11. Prepares and maintains policy and procedural manuals and other informational materials;
12. Maintains records and prepares reports as required.

**DISTRICT HEALTH AND SAFETY SUPERVISOR(cont'd)**

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current nursing practices, procedures and administration of health and safety fields sufficient to develop, implement and oversee comprehensive programs for a school district;

Knowledge of nursing principles and techniques and their relation to medical practices and skill in their application in order to provide district wide continuity;

Ability to interpret existing and proposed health program rules and regulations as they affect health and safety services;

Ability to communicate effectively, both orally and in writing with a variety of people, including colleagues, professional and community personnel, students and parents;

Ability to plan, organize, and supervise district wide training sessions;

Ability to prepare a variety of documents and reports using various software packages;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

EITHER:       (A)    Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing Administration or a related field;

OR:            (B)    Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or a related field and one year of administrative or supervisory experience in the field.

**SPECIAL REQUIREMENTS:**

New York State Registered Professional Nurses' License at time of application.

Possession of a valid New York State Driver License at time of appointment.

NR0105

ADOPTED: 12/5/07

