

**Hopkinton Public Schools**  
*An Equal Opportunity Employer*



**NOTICE OF ANTICIPATED VACANCY**

**Job Posting # 18-NL**

**Opening Date: May 9, 2018**

**Closing Date: Open Until Filled**

**TITLE:** Nurse Leader  
**TYPE OF POSITION:** Part-time, 2018-2019 school year  
**STIPEND:** \$4,000; currently under negotiation, and subject to change  
**LOCATION:** District, Hopkinton, Massachusetts  
**AREA OF CONSIDERATION:** All qualified current Hopkinton School Nurses

The **Nurse Leader** oversees school health nursing procedures for consistency across the district, and provides nursing leadership to other nurses and serves as a liaison to the district physician;

**DUTIES:**

1. Participates in interdisciplinary Teams such as Crisis Response Team, District Safety Committee, Wellness Committee;
2. Attends DPH ESHS Nurse leader meetings, and completes and submits DPH activity reports, annual status reports and results and measures;
3. Organizes monthly meetings to provide formal and informal feedback with school nurses, and is responsible for coordinating nurses' professional development activities;
4. Provides clinical consultation to administrators and teaching and support staff;
5. Assists and takes part in the hiring of new nurses in the district;
6. Serves as an advisor to all matters relating to school health services;
7. Interfaces with school physician and Board of Health on a regular basis regarding medical, nursing and public health matters;
8. Other duties as required.

**QUALIFICATIONS:**

1. Licensed, as a School Nurse by the Massachusetts Department of Elementary & Secondary Education;
2. Licensed by the Commonwealth of Massachusetts Department of Public Health as a Registered Nurse;
3. Bachelor's degree, Master's preferred, in Nursing;
4. A minimum of five (5) years' experience as a School Nurse;
5. Strong interpersonal skills and the ability to communicate clearly and effectively, both orally and in writing, with children and adults;
6. Commitment to remain current in field knowledge, evaluation and counseling strategies;
7. Such alternatives to the above qualifications as the Superintendent or Director of Student Services may find appropriate and in conformity with state licensure requirements.

## **APPLICATION PROCEDURE**

1. Current employees of the school system may apply by submitting a letter to [hpsjobs@hopkinton.k12.ma.us](mailto:hpsjobs@hopkinton.k12.ma.us), indicating, "2018-2019Nurse Leader" in the subject line. Send a duplicate letter to the Director of Student Services. The letter should outline skills, training, and experience relative to the position.

***Please note:*** this address is for application materials only. *E-mail is our preferred method of application*, however, if you wish to apply by mail, please send the required items to:

Human Resources (Job Vacancy #18-NL)  
Hopkinton Public Schools  
89 Hayden Rowe  
Hopkinton, MA 01748

### **Incomplete submissions will not be considered.**

*The Hopkinton Public School System does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, genetic information, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Hopkinton Public School district is an equal opportunity employer, committed to diversity in our workplace. The school system's educational philosophy and personnel goals, including the goal of equal employment opportunity, will be considered in filling all positions.*