

# Job Opening Announcement & Job Description



## Nursing Corps & Health Services Director

**Supervisor:** Associate Director of Student Safety & Well-Being

**Division:** School Nurse Corp  
**Location/Assignment:** Chelan, Douglas, Okanogan & Grant Counties

**Salary Range:** \$108,999 - \$129,564 (level 1)  
\$111,580 - \$132,635 (level 2)

*Salary based on 260-day position. Salary range dependent upon education, experience, and expertise*

**Benefits:**

**Insurance benefits** - Through the [HCA SEBB](#) program, includes medical, dental, vision, life, & LTD

**Retirement** - Through [Department of Retirement](#) (DRS)

**Vacation** - front loaded, max 20 days per year prorated based on start date

**Sick leave** - accrued at 8 hours per month

**Personal leave** - 2 days per year

[Additional Benefit Information](#)

**Conditions of work:**

- 260 days per year
- 8 hours/day
- Exempt position

**General Description:**

This position is a rare opportunity to join an exciting team. The regional North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff and students as the Nursing Corps & Health Services Director, for 29 School Districts within our NCESD 171 region. This position is based in Wenatchee, Washington. The Nursing Corps & Health Director collaborates with OSPI Health Services Program Supervisor and NCESD Administrators in the coordination, planning, implementation, and evaluation of the School Nurse Corps (SNC) Program.

This position has two areas of emphasis:

1. Program management of School Nurse Corps direct service, health education, and training for school staff in identified districts.
2. Consultation, technical assistance and support for health services within the NCESD school districts.

The Nursing Corps & Health Director conducts district and school needs assessments; assists districts in recruitment, retention, and mentoring of school nurses; policies and procedures, development, and review, to ensure the safety and health of students. The Director guides compliance with health and education statute and regulations; facilitates professional development for school nurses and collaboration with other student support school staff.

**Qualifications:**

**Required:**

- Valid WA State RN license or MultiState License of the Nurse Licensure Compact (NLC).
- Bachelor's degree in nursing from an accredited nursing program.
- Educational Staff Associate certificate in School Nursing (or willingness to obtain ESA).
- Five years of nursing experience (two years in school nursing preferred).
- Valid Washington Driver's License and willingness to travel.
- Current CPR certification.
- Knowledge of current health issues affecting rural/urban communities.
- Ability to analyze, synthesize, and formulate information and data.
- Ability to review laws and regulations and stay abreast of current regulations.
- Demonstrated ability to communicate effectively, both verbal and written.
- Ability to work independently and as a team.
- Familiarity with health information software programs, and proficiency with MS Office software.

- Ability to handle sensitive situations with tact, objectivity, and confidentiality.
- Ability and willingness to flex work hours to accommodate job responsibilities.

**Preferred:**

- Master's degree in Nursing, Education, Public Health, Public Administration, or job-related field.
- Experience in a leadership or supervisory role in a school, clinic, hospital, or public health setting.
- Experience teaching, coaching, &/or mentoring adult learners.
- Leadership roles within regional, state, or national professional nursing associations.

**Timeline:**

Position opens: Mar 12, 2025

Position open until filled, with first screening after 12 PM on Mar 26, 2025

Screening & Interviews begin: As soon as possible

Position begins: May 1, 2025

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Essential Functions:**

- Collaborates with individuals & groups (e.g., Agency Administrators, Student Safety & Well-Being Division, School Nurse Corp (SNC) Nurse Administrators, OSPI, AESD) in the development, implementation, and evaluation of a coordinated school-based health services plan.
- Compiles and analyzes data on the provision of school-based health services to identify needs; to ensure compliance with related local, state, and federal rules, statutes, policies and procedures; to monitor service components; to make recommendations.
- Develops long and short-range program plans (e.g., staffing, scheduling, budgets, materials, equipment) to ensure objectives are achieved in an efficient and timely manner.
- Develops a variety of plans and programs that support school-based health services efforts in compliance with local, state, and federal statutes and regulations.
- Facilitates meetings on a variety of topics and issues to ensure the conveyance and gathering of information required to carry out administrative and program responsibilities.
- Fields and responds to health services-related questions or concerns raised by individuals or groups within the service area (e.g., school nurses, mentors, administrators, committees).
- Identifies and responds to school nurse professional development needs and staff health-related training needs; presents and promotes evidence-based adult learning programs on health and practice topics (e.g., orientation; mentoring; technical/clinical topics; leadership; emergency response).
- Leads and supports regional efforts in school-based health services as a representative of the Agency and SNC on related committees, work groups, and/or boards.
- Manages program processes and activities (e.g., contracts, budgets, reports, financial transactions) to achieve program objectives while ensuring compliance with legal, fiscal, and district requirements.
- Performs personnel administrative functions (e.g., hiring, training, supervising, evaluating) to maintain necessary staffing, enhance staff productivity and growth, and ensure program outcomes are achieved.
- Provides school nurses, district administrators, and Agency administrators with guidance on compliance with state and federal statutes, regulations, and guidelines related to nursing practice and provision of school-based health services.
- Researches and analyzes new practices and laws for potential impact to the SNC and Agency programs and services; ensures accurate, up-to-date practice guidelines and references.
- Supervises Agency personnel and activities (e.g., program staff, assigned programs, itinerant staff, nursing students) to ensure performance objectives are met.

**Skills, Knowledge, and/or Abilities:**

- **Skills:** Performs multiple, technical tasks with a need to upgrade skills when needed to meet changing job conditions. Communicates effectively using data. Uses data to inform program decisions. Proficient in Microsoft Office Suite applications (able to create and format documents, analyze data using spreadsheets, and develop professional presentations), ensuring accurate and efficient communication across various platforms.
- **Knowledge:** Reads and comprehends technical information, composes various documents, facilitates group discussion, analyzes situations to define issues and draw conclusions.
- **Abilities:** Manages meetings, training, and /or activities; gathers, collates, and/or classifies data utilizing specific & defined processes; uses job-related equipment. Works collaboratively with diverse individuals and/or groups. Integrates ethics in all aspects of practice and program management. Practices with cultural humility

and inclusiveness; demonstrates respect and equity in all aspects of practice and program management. Analyzes issues and creates action plans; problem-solves through independent interpretation of data and guidelines.

### **Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Professional Attitude; Exhibit collegiality and positive interactions with multiple groups and constituents from different backgrounds.
- Strong work ethic, demonstrated history of exemplary attendance and punctuality.
- Strong follow-through skills, demonstrated ability to meet reporting and project deadlines, submits records, reports, and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of duties.
- Seeks and takes advantage of opportunities for professional growth
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Associate Director of Student Safety & Well-Being and Superintendent.

### **Work Environment & Physical Demands:**

- Office building, school building, and community agency environments.
- Exposure to diseases carried by students; exposure to student noise levels.
- Frequent travel within the Agency service areas, including overnight travel, may be required.
- Periodic vehicle or flight travel outside of Agency service areas, including overnight travel.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Generally requires 70% sitting, 15% walking, & 15% standing. Lifts and carries a maximum of 40 pounds. Significant manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

### **Application Procedure:**

North Central ESD is accepting applications for this position online only. To access our online application please click the link below.

### **All completed packets must be submitted online and include:**

- Resume
- Cover Letter
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)