

Join The Hill Family | MEDICAL DIRECTOR

POSITION SUMMARY

The Medical Director oversees all health, wellness, counseling, nutrition, and athletic training programs, staff, and facilities. The Director ensures efficient, effective, and appropriate support is provided to students. The Director works in conjunction with the administration, the teaching faculty, and the entire wellness team that comprises three separate but coordinated clinics (Wellness Center, Counseling Center, Athletic Training) to optimize the highest quality of medical care.

Department: Medical

Position Title: Medical Director

Reports To: Associate Head of School

Status: Exempt, 12-month Faculty

Start Date: August 1, 2026

QUALIFICATIONS

- Nationally Certified Physician or Family Nurse Practitioner licensed (or qualified to be licensed) in the Commonwealth of Pennsylvania with experience in Pediatrics and/or Emergency Medicine.
- 7+ years of experience as an administrator, manager, and/or supervisor with responsibility for policy and procedure execution.
- 7+ years of experience providing pediatric or advanced clinical care.
- Experience in an academic or residential setting is preferred, but not required.
- Strong ability to develop and manage budgets.
- Excellent communication and interpersonal skills.
- High level of competency with relevant medical technology and software.

RESPONSIBILITIES

- Provide overall leadership and operational oversight of the Wellness Center, Counseling Center, and Athletic Training Room, ensuring high-quality, coordinated, and student-centered care.
- Assist the Wellness Center Director in managing the day-to-day operations of the Wellness Center, including administration and providing care to students, as well as oversight on workflows, care practices, and internal and external communications.
- Establish, implement, and regularly review policies and procedures related to student health and wellness, including medication storage and dispensation.
- Ensure all health records and medical file systems, including the electronic health record platform, are secure, compliant, and effectively managed; serve as Program Manager for the system.

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THE HILL SCHOOL MISSION

The Hill School prepares young people from across the country and around the world for college, careers, and life. Within a family school environment and a rigorous liberal arts curriculum, we challenge our young people to work hard; think and reason; seek fulfillment; serve the common good; and be prepared to lead as citizens of the world, uniquely guided by our motto, "Whatsoever Things Are True."



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RESPONSIBILITIES (CONT.)

- Serve as the primary point of contact for communication with students, parents, faculty, and staff regarding health and wellness matters; consult with families and coordinate follow-up care as appropriate.
- Facilitate, with appropriate consent, the sharing of relevant health information with School personnel and external healthcare providers.
- Provide direct clinical care as needed, including response to emergency medical situations and crisis-level health concerns.
- Partner with the Consulting Physician to ensure appropriate clinical oversight as required by Pennsylvania licensure, including collaboration related to Nurse Practitioner and athletic training supervision.
- Ensure appropriate staffing coverage and scheduling across the Wellness and Counseling Centers to meet student needs at all times when school is in session.
- Develop and monitor key metrics to assess and improve student health and well-being.
- Ensure compliance with all applicable local, state, and federal health regulations; maintain relationships with public health authorities and external healthcare providers.
- Collaborate with legal counsel, insurance providers, and school leadership to manage risk and respond to complex health-related situations.
- Partner with the Business Office on the Health and Wellness budget, including insurance billing, international student coverage, and student account coordination.
- Coordinate on-call medical coverage, including collaboration with outside providers, to ensure continuous access to care.

REPORTING STRUCTURE AND COLLABORATION

- Direct reports include: Director of the Wellness Center, Director of the Counseling Center, Director of Athletic Training, all of whom oversee staffs in those respective clinics.
- Supported by a Consulting Physician who provides guidance on policies and procedural oversight, as well as irregular student health matters that arise.
- Serve as Chair of the Medical Leave Committee of five administrators (Director of Counseling, Dean of Students, Academic Dean, Director of Residential Life) that meets regularly and is responsible for directing all pertinent matters and related communication.
- Member of standing committees: Advisory Team, Student Support Team, Crisis Team, Safety Committee.

DEMEANOR

- Actively support the mission and vision of The Hill School in a positive and professional manner.
- Work as a dynamic team member in a fast-paced, professional environment.
- Be positive, energetic, and extremely organized while collaborating closely with colleagues and students.
- Communicate effectively and with empathy in working with all constituencies.
- Approach all communications thoroughly, diplomatically, and in a timely manner.
- Be able to manage numerous priorities and switch between a variety of roles.
- Be flexible to meet the needs of the School.
- Emphatically prioritize specific initiatives and philosophies that promote integrity, inclusion, and belonging for all human beings at The Hill School and across the world.



**FOR MORE DETAILS
ABOUT THIS POSITION
AND TO APPLY, PLEASE
SCAN THE QR CODE.**

whatsoever
things
are true