



Job Title: Lead Nurse – Health Services

Exemption Status/Test: Exempt

Reports to: Director of Health Services

Date Revised: October, 2015

Dept. /School: Health Services

Primary Purpose:

Assist the director of health services in the total planning, implementation and evaluation of the school health program, therefore ensuring quality health care and optimal learning opportunities for all students.

Qualifications:

Education/Certification:

Graduate of an accredited school of nursing
Bachelor's Degree in nursing related field
Valid Registered Nurse License (RN) from the Texas Board of Nursing
National Certified School Nurse (NCSN), preferred

Special Knowledge/Skills:

Competent holistic nursing assessment skills
Expertise in student specific case management plans for acute and chronic health conditions
Ability to implement policies and procedures
Proficient computer skills
Ability to write routine reports and correspondence
Strong organizational, communication, mentoring, coaching and interpersonal skills

Experience:

Three (3) years school nursing experience

Major Responsibilities and Duties:

Nursing Services

1. Function within the framework of the Texas Nurse Practice Act.
2. Encourage and recognize excellence/improvement in the performance of campus nurses.
3. Demonstrate high expectations for staff.
4. Relate to staff, students and parents in ways that convey mutual respect, concern and high expectations.
5. Project a positive image of the school district program.
6. Demonstrate an openness to campus nurses and willingness to improve the functions of the health services department.
7. Take a leadership role in developing, implementing and evaluating the goals and objective of the health services department.
8. Provide opportunities for staff nurses to remain current in the practice and procedures of school nursing.
9. Promote community understanding of and support for the district mission.
10. Resolve conflicts effectively and work in harmony with others.
11. Promote and recognize professional growth and leadership.
12. Assist the staff nurses to ensure that the student population is in compliance with the rules and regulations concerning communicable disease control.

Instruction

13. Work with the health services director to ensure that the functions of the health services department are supportive of the instructional program.
14. Facilitate staff nurses in the presentation of health related topics to students in specified grade levels.
15. Provide health related materials and resources to the campus nurses and other district staff.

Consultation

16. Conduct regular on-site visits with nursing staff.
17. Confer frequently with the nursing personnel regarding the management of students with specific health conditions.
18. Conference regularly with staff regarding job functions and program expectations.

Administration

19. Support and follow local, state and federal rules and policies.
20. Implement school health policies and procedures.
21. Assist in developing a staffing pattern and making individual nurse's assignments.
22. Coordinate the developing, revising and distributing of health services' forms.
23. Work with technology information systems regarding computerization of students' health information and health services programs.
24. Submit required reports to local and state agencies.
25. Work with the health services director to ensure that the information in the student handbook concerning health services is accurate and current.
26. Respond promptly to complaints regarding the health services program.
27. Ensure that staff functions within the local, state and federal guidelines that regulate the practice of nursing.
28. Perform other duties as assigned.

Professional Development

29. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and basic life support for healthcare providers (CPR/AED).
30. Improve personal performance and leadership skills through staff development opportunities, coursework and/or professional associations to ensure continued district improvement.
31. Act in a professional and ethical manner as outlined in the standards of conduct for the nursing profession.

Supervisory Responsibilities:

Mentor health services staff; conduct orientation and assessment of new health services staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including computer and peripherals; may use standard medical clinic equipment including automated external defibrillator (AED).

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching,

Lifting: Occasional light lifting and carrying (less than 20 pounds)

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress