

**PUEBLO CITY SCHOOLS D60
CERTIFIED JOB DESCRIPTION**

Job Title: Nurse Supervisor
Prepared Date: 8/30/2018
Work Year: 220 Days
Department: Safe and Healthy Schools
Reports To: Director of School Culture, Wellness, and Safety,
Salary Range: Supervisor Salary Schedule
Benefits: Fringe Benefits based on PASE Negotiated Agreement
Status: Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Nurse Supervisor is to oversee district's health services program and related services. This employee responsible for the recruitment, screening, hiring, mentoring, and evaluation of all district nurses and health technicians. Provides orientation, training, and ongoing education. Acts as the District liaison with the Colorado Department of Public Health and the Colorado Department of Education in matters concerning student and staff health concerns. Also, employee assists in overseeing the individual health needs of students; develop and implement health care plans for students, incorporating input from caregiver and/or physician; ensure district health care practices comply with the state and federal laws relating to student health issues; serve as a health care resource to teachers, staff, and administrators; organizes and supervises mandated health screenings and identifying health problems for referral to appropriate parties for proper follow-up treatment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

REQUIRED:

- Bachelor of Science Degree in Nursing (BSN)
- Current license and certification required by the State of Colorado to practice as a Registered Nurse and Colorado Department of Education School Nurse;
- Minimum of three (3) years of experience as a school nurse
- Current CPR, First Aid, and AED Certification

PREFERRED:

- Master's Degree in Nursing (MSN)
- Bilingual (Spanish)
- Previous experience in supervision and evaluation of health service programs and health professionals
- Extensive knowledge of physical assessment, pathophysiology, pharmacology and management of acute and chronic student/family problems

SKILLS AND KNOWLEDGE:

- Professional knowledge of nursing theory and practice
- High level of analytic ability to concentrate and pay attention to detail

- Substantial interpersonal skills necessary to instruct students and their families (when necessary)
- Skills in leadership, human relations, communication, teamwork, and public relations
- Skills to solve problems through collaborative work with administration and health professionals
- Knowledge of special education issues, IEP's, 504 plans, and Individualized Health Plans
- Knowledge of and ability to adhere to FERPA and HIPPA regulations
- Ability to work with all children including disabled children in a school setting
- Ability to coordinate and implement planned services under the direction of supervisor
- Ability to understand and follow oral and written instructions in English
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective/tactful/cohesive working relationship with building staff, administrators, parents, students, and community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm in emergency situation
- Ability to work with frequent interruptions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Supervise and evaluate district health staff including district nurses and health technicians
- Provide direct supervision for the orientation and training of nurses new to the district
- Supervise and coordinate professional development of Health Services staff including needs assessment, developing structure, scheduling, budgeting, and approving requests. Disseminate information on current topics to Health Technicians and District Nurses by holding meetings, distributing reports, performing workshops, and/or visiting buildings
- Provide training and consultation for staff on specific health conditions that require modifications or accommodations to programs
- Responsible for coverage to CT House, Summer School, and Extended School Year activities
- Attend difficult IEP and 504 meetings for staff support as requested
- Develop, supervise, and promote innovative health projects to improve disease management, prevention and wellness promotion for students in Pueblo District 60
- Oversee districtwide vision and hearing screenings and immunization clinics for all students. Collaborate with other departments and outside agencies for additional vision programs and resources to support student referrals. Collect and record data related to district vision and hearing screenings. Provide resource information for families for access to health care.

- Serve as liaison to the Colorado Department of Public Health and Environment and the Colorado Department of Education regarding student and staff health concerns
- Serve as the district coordinator for the Colorado Immunization Information System (CIIS)
- Ensure that confidentiality is maintained in accordance with FERPA and HIPPA regulations
- Assure that all federal, state, and local reports are completed and submitted in a timely and accurate manner
- Serve as a member of the District Crisis/Response Team. Provide information , recommendations, and support for proactive and reactive response to crisis, litigation concerns, and other health related issues
- Perform duties as District Nurse and maintain case load appropriate to complete supervisory responsibilities

NON-ESSENTIAL DUTIES:

- Perform such other tasks and assume such other responsibilities as the Director of School Culture, Wellness, and Safety may assign.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)
F – Frequently (2.5 – 5.5 hrs per day)
NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)
C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	

Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Sometimes subject to loud noises associated with groups of children.