

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Lead School Nurse
Reports To: Executive Director of Student Services

SUMMARY

Collaborates with the Executive Director of Student Services and District School Nurses to plan, develop and implement guidance for the successful operation of the Health Services Department.

QUALIFICATIONS/REQUIREMENTS

Five years of nursing experience, preferably in the field of Pediatrics, three years of school nursing experience, and a valid state license to practice as a Registered Nurse.

ESSENTIAL JOB DUTIES

- Serves as a second float nurse for the District.
- Promotes Quality of Care and systematically evaluates the quality and effectiveness of District school nursing practice in relation to professional practice standards and relevant statutes, regulations, and policies.
- Assists the Executive Director of Student Services in planning, developing and implementing a Quality Improvement Program that identifies needs, collects pertinent data, and formulates recommendations to improve school nursing practice and outcomes.
- Assists the Executive Director of Student Services in developing and implementing an evaluation process that adheres to MSIP Standards for Health Services, and the Standards for Professional School Nursing Practice.
- Assists Principals with the District School Nurse evaluation process.
- Promotes District School Nurse continuing education and collegiality.
- Works with the Health Services Professional Development Chair to promote professional development opportunities for the District School Nurses to acquire and maintain current knowledge and competency in school nursing practice.
- Works with the Health Services Professional Development Chair to coordinate in-service training programs and continuing education for all District nurses.
- Provides supportive leadership to all District Health Services staff.
- Maintains membership in professional organizations and attends professional organization events.
- Promotes collaboration and effective communication for all District schools. Collaborates with District nurses, students, family, school staff, community resources, and other providers in providing student care.
- Participates in IEP, 504, and Homebound process as necessary reporting to parents, school personnel, physicians, and other agencies on student health needs as directed by the Executive Director of Student Services.
- Assists District nursing staff to maintain uniform district health records and continuity of record keeping using the district student information system platform.

ESSENTIAL JOB DUTIES (cont'd)

- Assists District School Nurses to implement current policies and procedures.
- Promotes the use of research findings in school nursing practice throughout the District.
- Summarizes, compiles, and evaluates an annual report of health services provided by all District schools.
- Implement policy, procedure, and protocol from current research findings.
- Maintains resource utilization by considering factors related to safety, effectiveness, and cost when planning and delivering care.
- Coordinates the purchasing of all health service supplies and equipment with all District nurses and Purchasing Director
- Makes recommendations for staffing needs to the Executive Director of Student Services.
- Assists the Executive Director of Student Services in managing the Health Services Department.
- Assists the Executive Director of Student Services and School Administrators in the hiring process for District Health Services staff.
- Prepares all state reports required in the operation of the Health Services Department.
- Establishes and administers schedules and procedures in cooperation with the Executive Director of Student Services.
- Collaborate with Health Services staff to conduct all hearing and vision screenings for the District.
- Assists District nursing staff in adhering to guidelines for immunization compliance.
- Assists District nursing staff to coordinate staff training including emergency response, universal precautions, food allergies, Epipen training, and special procedures.
- Participates in District committees promoting health and wellness.
- Obtains annual standing orders and accompanying medications.
- Regularly reviews, updates, and improves the Health Services Department website.
- Uses effective written, verbal, and nonverbal communication skills.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Executive Director of Student Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this position will be evaluated annually in accordance with provisions of District Policy on evaluation of support staff personnel.