DISTRICT NURSING AND COORDINATED SCHOOL HEALTH SUPERVISOR

Purpose Statement
The job of District Nursing and Coordinated School Health Supervisor was established for the purpose/s of planning, implementing, directing and maintaining the District's Nursing and coordinated school health initiatives; evaluating and providing recommendations regarding nursing, health and wellness related initiatives, activities and student education efforts; identifying and securing alternate funding sources to support program needs; and assisting administrators and teachers.

This job reports to The Deputy Director of Schools.

Essential Functions

• Analyzes and evaluates a variety of program related data for the purpose of ensuring that program initiatives and activities meet student, school site and District objectives while adhering to assigned budget limitations.

• Administrates and maintains the Coordinated School Health state grant for the district and completes all associated paperwork and applications.

• Assist in the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet program goals while adhering to all relevant regulations and guidelines.

• Communicates with parents, employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.

• Coordinates and creates the design, awareness, planning, promotion, support, professional development and implementation of District health and wellness programs for the purpose of improving student and employee health and understanding of related subjects.

• Creates and implements program assessments for the purpose of ensuring that program and District health and wellness objectives are met.

• Prepares a variety of materials (e.g. reports, memos, letters, procedures, instructional and marketing pieces, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Reports program related assessment results for the purpose of providing the information needed to evaluate program performance and to create new and/or revised initiatives needed to meet District objectives.

• Serves as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating district activities.

• Supervises employees as needed and/or assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of evaluating, professional growth in order to achieve and maintain program consistency.

• Supervises/monitors first aid to staff/students, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.

• Supervises/monitors mandated screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
• Assesses situations involving students’ safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

• Collaborates with agencies and other school safety team members to conduct site assessments (e.g. health issues, student health records, emergency preparedness, building/grounds environments, building facilities, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.

• Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.

• Supervises age appropriate programs and/or activities in conjunction with classroom curriculum for the purpose of supporting established lesson plans.

• Counsels employees, students and families on health conditions and lifestyle issues for the purpose of facilitating a healthier student population.

• Assist employees in development of individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.

• Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.

• Maintains student’s confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.

• Supervises students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.

• Orders supplies and materials as needed for the purpose of ensuring the efficient and effective functioning of the work unit.

• Participates in a variety of meetings, workshops and seminars, Individual Educational Plan meetings, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, educational programs, and/or improving skills and knowledge required to perform functions and/or represent the District to external individuals and/or organizations.

• Supervises care of students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.

• Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, OSHA, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.

• Supervises referral of students requiring additional medical attention for the purpose of providing required follow-up treatment and services.

• Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students’ personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

• Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.

• Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; utilizing pertinent software applications; effective listening; problem solving; training; and supervision.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; meeting deadlines and schedules; providing direction; setting priorities; and working as part of a team.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience  Job related experience with increasing levels of responsibility is desired.

Education  Bachelor's degree in job related area, Master’s degree preferred.

Equivalency  None Specified

Required Testing  None Specified

Continuing Educ. / Training  None Specified

Certificates & Licenses  Maintain Current Register Nurse, licensed by the State of Tennessee; and CPR Certification

Clearances  Criminal Justice Fingerprint/Background Clearance

FLSA Status  Exempt