

WILSON SCHOOL DISTRICT

EXEMPT

TITLE: Supervisor of Nursing and Student Services

DATE: 4/19/2022

REPORTS TO: Director of Student Supports and Services

APPROVED BY: Board of Education

JOB SUMMARY: Supervise all health services personnel and maintain a high standard of excellence in health services and student support programs. Provide administrative support to student services programs and collaborate with building administrators to ensure student needs are met.

PRIMARY DUTIES AND RESPONSIBILITIES:

General Leadership, Management, and Oversight

1. Promote the educational mission of the school district throughout all health services programs.
2. Provides leadership, consultation, coordination, in-service, program development, and program evaluation services to principals, teachers, and other staff in support of the School Health Program.
3. Consult with school nurses, school administrators, health care professionals, and others in establishing and updating policies, procedures, and protocols for school nursing services and health education.
4. Maintain the School Health website with updated forms and information for families.
5. Consults with building school health teams on medically prescribed interventions, including nursing care, the provision of medication administration, and directs medical treatments in standard and emergency situations, according to local policies, procedures, clinic, district protocol, and applicable state laws.
6. Works with physicians and community agencies to address school/community health needs and serves on district and community health advisory groups.
7. Manages infectious disease issues through education and appropriate interventions, in consultation with community health agencies, and in keeping with applicable laws and policies.
8. Provides collaboration and support in coordinating the district's response to local and national health emergencies.
9. Assists school administrators and other staff in determining appropriate care in emergency situations.
10. Supervises assigned employees and coordinates the ongoing evaluation of nursing clinic operations and services.
11. Cooperates in the effort of principals, special and regular education, pupil personnel staff, teachers, and support staff regarding IEP/504 writing for special education students and students with chronic health conditions.
12. Provides oversight and support to school counselors and building administrators in the development and implementation of Chapter 15/504 plans for students with documented disabilities.
13. Coordinates and prepares reports and maintains records for the annual SHARRS report.
14. Coordinates and budgets for annual health room supply order.

Certification, Professional Development, and Training

15. Coordinates and supports the timely completion of any and all required certifications and/or training for the School Nursing Staff.
16. Plans, facilitates and delivers professional development programs and training for school nurses and substitutes.
17. Prioritizes, and researches staff professional development activities for school nurses and other school staff.
18. Conducts and chairs regular nursing staff meetings to coordinate and facilitate ongoing health services.

Staffing and Supervision

19. Supports the HR department in recruitment, screening, and hiring nursing staff and substitutes.
20. Coordinates staffing coverage for planned absences and field trips.
21. Communicates with agency providers regarding agency RN and LPN staffing for individual students and classroom nurses.
22. Collaborates on support staff (RN) performance reviews in conjunction with building principals and Certified School Nursing (CSN) staff.
23. Conducts annual formal observations and evaluations of Certified School Nurses (CSN) in collaboration with building principals.
24. Provides coverage and support for CSNs in Health Rooms when necessary.
25. Other tasks as assigned by district administration and direct supervisor.

QUALIFICATIONS: Five (5) years of practical experience in nursing or school health services
Master's degree in nursing, school health, or a related field is necessary
Must possess a supervisory certificate in Nursing/School Health or Pupil Services
Ability to coach/lead professional development
Must be personable, approachable, and supportive
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Submission of Federal Criminal History Record in accordance with Act 114 of 2006
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS: Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Some stooping, bending, kneeling, and twisting of the body required
Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES: Visual acuity
Auditory acuity

WORK ENVIRONMENT: Typical office/health room environment
Subject to inside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills
Must be able to work in an environment with frequent interruptions
Able to make judgments and work under high level of stress
Must be collaborative and team-oriented

COGNITIVE ABILITY: Ability to communicate effectively
Ability to organize tasks
Ability to handle multiple tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess leadership skills
Must possess supervisory skills
Must possess technology skills
Ability to operate various office equipment
Ability to collaborate and problem solve within a team environment
Must possess active listening skills
Must possess conflict mediation skills
Must possess fiscal management skills

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)