

Job Title:	Specialist, Nursing
Grade Level/Terms of Employment:	Grade 123, 260 Days
FLSA Status:	Exempt
Work Location:	Central Office/Schools
Immediate Supervisor:	Coordinator, School Health Services

General Description:

The Specialist, Nursing supports the development and implementation of a comprehensive school health program. The Specialist helps ensure that all RPS schools are staffed with a licensed nurse and that student health needs are met each day as well as leads continual professional development for nursing staff.

Essential Duties and Responsibilities:

- Assists the Coordinator of School Health Services in planning and promoting a comprehensive school health program
- Supports the implementation of high quality school nursing/health services to meet the health and needs of RPS students
- Supports the recruitment and retention of high quality nursing staff (RNs, LPNs, and CNAs)
- Leads and evaluates a team of Lead Nurses
- Orients and trains nursing staff to implement appropriate health services, protocols and practices in the school including the implementation of communicable disease prevention and infection control measures based on current guidelines
- Supports the development and implementation of a comprehensive professional development program for nursing staff
- Provides clinical consultation and support to nursing staff, and other administrative and school based staff
- Provides nursing services/coverage to support schools as needed
- Performs other related duties as assigned

Qualifications:

- Bachelor of Science in nursing required; Master's degree in nursing or related field preferred
- Valid license as a registered nurse in the Commonwealth of Virginia
- Valid certification in CPR and basic first aid
- Knowledge of human growth and development, with emphasis on childhood and adolescence
- Demonstrated ability in health services program assessment, evaluation, development and improvement
- Experience supervising school nurses and clinic managers
- Excellent communication skills (oral and written)
- Ability to work effectively with students, families, teachers, and school administrators
- Comprehensive knowledge of the coordination of health care service delivery, related service providers, and community agencies, and other resource providers; understanding of public school nursing procedures and policies preferred
- Ability to adapt to changing priorities and effectively handle multiple assignments

- Ability to work independently with strong organizational skills and attention to detail in documentation
- Experience with Microsoft Office (Word, Excel, PowerPoint), internet, and email applications preferred
- Bilingual/fluency in Spanish preferred