BUTLER COUNTY SCHOOLS

LEAD NURSE

JOB DESCRIPTION

QUALIFICATIONS:

(1) Valid unencumbered Alabama RN (Registered Nurse) license.
(2) Associate's degree or Bachelor's degree from an accredited nursing school.
(3) Minimum of three (3) years experience within last 7 years of school nursing care or community health
(4) Demonstrated leadership skills which reflect a variety of problem-solving strategies
(5) Demonstrated skill in organization of ideas and resources
(6) Demonstrated effective human relations skills that include ability to listen and accept differing opinions, ability to manage and resolve conflict and ability to respond tactfully.
(7) Demonstrated flexibility and adaptation to change
(8) Demonstrated effective written and verbal communication skills
(9) 3 years as school nurse (RN) (preferred)
(10) Current CPR Certification

SUMMARY:

To provide nursing assessment, planning, implementation and evaluation, of children with health needs in the educational setting as well as train staff, delegate nursing tasks as appropriate with the Alabama Board of Nursing, to provide oversight to comprehensive school health services program, to supervise nursing staff in planning and implementation of direct healthcare to students during school and school-sponsored events and to determine necessary changes in staffing patterns based on the on-going health needs of students.

LINES OF AUTHORITY:

This position is subject to board policies, administrative rules and procedures, department regulations, and applicable state and federal statutes. This position carries specific administrative authority to affect the responsibilities in this job description. All commitments outside of authorized programs and services are subject to approval by supervisor of this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(1) Supervise and evaluate department staff and make recommendation to the director regarding continued employment and assist with meeting fiscal responsibilities.
(2) Assist in the development, implementation and evaluation of practice and procedures appropriate to specific health professions and license requirements.
(3) Provide a comprehensive assessment report of the health care needs of students in the district to the superintendent.
(4) Observe and evaluate the nursing practice of regular temporary and substitute staff nurses and provide follow-up including consultation, recommendations and/or demonstrations of nursing skills and techniques as required.
(5) Provide orientation and in-service for staff substitute and student nurses.
(6) Make recommendations to director regarding personnel matters relating to the department of health services.
(7) Conduct interviews for new regular, substitute and temporary staff and make recommendations to director for hiring.
(8) Assist staff assigned to other school health services supervisors when requested.

LEAD NURSE (Continued)

(9) Coordinate health services such as clinics and health screenings with community health care providers.
(10) Consult and collaborate with parents, teachers, school administrators and community health care providers.
(11) Participate as assigned by director to interdisciplinary/interagency collaborative efforts to enhance health programs/services to school community.
(12) Supervise and coordinate activities of volunteers and temporary employees within department as assigned by director.
(13) Collaborate with university faculty to provide clinical/practicum experience for baccalaureate and graduate students in appropriate health professions.
(14) Communicate the agency and department mission and values to staff, local district personnel, parents, students and community agencies.
(15) Collaborate with other school departments, school personnel, community providers and agencies and constituent districts to develop, implement and direct and evaluate community-based services that address the mission of the school district.
(16) Contribute to a positive and productive work environment.
(17) Perform other job-related duties as assigned by director.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.