

Lauderdale County Schools  
Florence, AL

Job Description

Position: Lead Nurse

**Department:** Instructional Operations

**Reports To:** Assistant Superintendent of Instructional Operations

**FLSA Status:** Exempt

**Contract Days:** 202 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Minimum: Bachelor of Science Degree in Nursing (BSN) from an accredited college or university. Masters of Science degree in Nursing (MSN) Preferred
2. Current Alabama Registered Nursing License without restrictions.
3. Minimum: 5 years of experience – nursing management or school nurse experience preferred
4. Must maintain First Aid/CPR Instructor certification with American Red Cross or American Heart Association.
5. Must hold valid Alabama driver's license

**Purpose of Job**

To provide implementation, management and evaluation of the school health services program. To provide oversight and supervision of school nursing staff. To promote the health and education of students as a result of school nursing practice. Ensures that nursing care is in compliance with the Administrative Code of the Nurse Practice Act of the Alabama Board of Nursing.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provide annually a full and comprehensive assessment of all student health needs within the system and make recommendations to the local school superintendent concerning the implementation and coordination of student health needs according to the Alabama School Health Act #2009-280.
- Responsible for daily nurse staffing of schools assigned.
- Evaluate RN and LPN performance and provide ongoing feedback regarding competency, skills and knowledge. Responsible for periodic evaluation of medication administration, nursing skills, documentation, and individual health care plans on each campus. Provide the RN/LPN with a yearly written comprehensive evaluation.
- Communicate with principals regarding nursing staff issues. Communicate with Assistant Superintendent of Instructional operations regarding personnel matters relating to the department of health services.

- Responsible **for initial verification and renewal** of the nurse's license using the Alabama State Department of Education, Nurse Subscription Service before allowing the nurse to work under the jurisdiction of the LEA.
- Responds to emergency situations for the purpose of addressing immediate health concerns.
- Develop and implement school health policies and procedures in collaboration with school administration, Board of Health, State and Local Board of Education.
- Ensures that district health care practices comply with state, and federal laws, and local board of education policies.
- Develop and maintain a comprehensive health record system to ensure documentation of pertinent student health information.
- Develops and implements individual health care plans and emergency action plans for students with special health care needs in collaboration with the school nurse, family, student, staff, and health care providers.
- Monitors compliance of state immunization Laws. Coordinator of ImmPrint, the state immunization registry, for the school system.
- Coordinates and/or implements health screenings events such as vision, hearing, spinal, height, weight, employee wellness, immunization, etc.
- Assists school personnel in determining the need for exclusion and readmission of students with communicable, infectious and contagious diseases.
- Participates in a variety of meetings, workshops and seminars, including IEP, 504, state and local meetings for the purpose of obtaining information, disseminating information and or improving skills/knowledge.
- Liaison between state and local public health agencies, medical practices, school nurses and administrators regarding health issues.
- Coordinates staff trainings on health and safety issues including First Aid/CPR for nursing and high school health teachers.
- Provides initial training to Unlicensed Diabetes Assistants (Tier III training).
- Provides orientation of nursing staff to include substitute nurses
- Exhibit interpersonal skills needed to work as an effective team member.
- Collaborate with students, families, school staff, community and other providers in a professional manner.
- Collaborate with university faculty to provide clinical experience for nursing students.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may from time to time assign or delegate.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)