

**ST. MARY PARISH PUBLIC SCHOOLS
FACILITATOR OF SCHOOL HEALTH AND NURSING SERVICES JOB DESCRIPTION**

POSITION: Facilitator of School Health and Nursing Services

REPORTS TO: Supervisor of Child Welfare and Attendance

SUPERVISES: School Nurse, LPN, Unlicensed Assistive Personnel

TERMS OF EMPLOYMENT: 12-month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT FUNCTION: 118/2134

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS: Must be licensed as a current Registered Nurse in the state of Louisiana

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Supervise all school nursing staff.
2. Evaluate school nursing staff according to the Personnel Evaluation Plan.
3. Provide and participate in health-related workshops and in-service training programs for school nurses.
4. Interview, recommend, and in-service additional nurses on the role of school nurse and all other aspects of school nursing.
5. Comply with the job description of a school nurse.
6. Approve and reconcile absences and timesheets for all school nurses.
7. Maintain and delegate responsibility of nursing equipment and supplies.
8. Serve as the contact person for the other school nurses and principals who desire to refer a student for services.
9. Responsible for ordering supplies prior to school starting each year and throughout the year as needed.
10. Liaison for school-based health center and CTE emergency medical responder director with the Bureau of EMS.
11. Supervise school health services, including vision and hearing screenings, dental screenings, health assessments, and medication administration in-service workshops.
12. Manage school health assignment schedules necessary to provide trained staff for all students' health concerns.
13. Assist with developing protocols related to students' medical needs as well as other school-related medical concerns.
14. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.
15. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure. Maintain focus on incorporating processes to perform payroll functions and other assigned tasks remotely, and work with sub-systems and providers to accomplish remote processing should the need arise.
16. Perform other tasks as may be assigned by the Supervisor of Child Welfare and Attendance and Superintendent.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.

16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
17. Direct, coordinate, and/or supervise all personnel for whom you are responsible.
18. Provide staff development as needed or required.
19. Inform pertinent personnel of changes in guidelines, regulations, etc. related to areas of responsibility.
20. Act as technical advisor and resource person to assist others in area(s) of responsibility.

QUALIFICATIONS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE: _____ DATE: _____