

Lead Nurse

Title: Lead Nurse (Level 5 Stipend Position)

Reports to: Supervisor of Student Services

Position Summary: The Lead Nurse assists departmental and school administration in the dissemination of vital information and coordination of department medical/health projects. The Lead Nurse also serves as a resource to district nurses and helps promote consistency of nursing services throughout the district.

Qualifications:

1. Certification as School Nurse (RN);
2. A minimum of three (3) years of experience as a school nurse in district;
3. Ability to work effectively with department staff, school administration, and other members of the school community;
4. Knowledge of district, county, and state guidelines and regulations for health services;
5. Strong interpersonal skills, problem solving skills, and communication skills;
6. Ability to multi-task;
7. Other qualifications to be determined by the Superintendent of Schools.

Duties:

1. Consults with School Physician as needed.
2. Promotes consistent nursing procedures across the district.
3. Serves as liaison to Middlesex County Health Department.
4. Serves as mentor for newly hired nurses to the district.
5. Participates in interviews for substitute nurses and school nurses.
6. Assists in the updating of the nurses manual and Board Policies on a yearly basis.
7. Identifies and assists with training needs of staff for future staff development sessions.
8. Performs other duties as many be assigned by the Superintendent or his/her designee.

4/19/13