



School Nurse Coordinator

Purpose Statement

The job of School Nurse Coordinator is done for the purpose/s of coordinating assigned special and regular education nursing program components and related activities; developing and facilitating training; monitoring program effectiveness; and implementing and maintaining services within established standards.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Collaboration:** Work with district administrators and other outside entities to resolve issues and implement and maintain services and/or programs.
- **Service Coordination:** Coordinate regular and special education nursing services to ensure delivery in compliance with established guidelines.
- **Program Development:** Develop program components, support needs, and materials to deliver services that conform to established guidelines.
- **Budget Management:** Develop and maintain program budgets to meet program and District goals.
- **Program Evaluation:** Evaluate programs and/or projects (e.g., statistical analysis, student needs assessment, etc.) to achieve objectives within the area of responsibility.
- **Training Facilitation:** Facilitate meetings, trainings, etc. (e.g., medication administration, immunizations, contagious disease control, severe allergy management, etc.) to implement programs and services that achieve the district's desired objectives while ensuring compliance with NDSBA standards.
- **Program Implementation:** Implement regular and special education nursing programs and/or activities to conform to district and state regulations and/or student welfare objectives.
- **Individualized Health Planning:** Implement Individualized Health Planning for students with complex medical needs (e.g., meeting with parents, coordinating health-related accommodations, communicating with healthcare providers, interpreting medical reports, etc.) to ensure student health and welfare needs are met and maintain compliance with all related regulations.
- **Documentation Maintenance:** Maintain a variety of manual and electronic documents, files, and/or records (e.g., professional development, budgets, registrations, standards, etc.) to provide up-to-date reference and comply with regulatory requirements and established guidelines.
- **Activity Monitoring:** Monitor District nursing activities and/or program components, including unlicensed assistive personnel, to coordinate activities and ensure compliance with established financial, legal, and/or administrative requirements.
- **IEP Participation:** Participate in Individual Education Plans as needed and/or assigned to summarize physical (health/medical) characteristics in the IEP, including annual revisions.
- **Personnel Management:** Perform personnel functions for nursing staff (e.g., hiring, orientation, scheduling, making assignments, substitute acquisition, training, and mentorship, etc.) to maintain adequate staffing, enhance productivity of personnel, and ensure that objectives of Special Education programs are achieved within budget.
- **Written Communication:** Prepare a wide variety of written materials (e.g., incident reports, student needs assessments, correspondence, internal audits, etc.) to document activities, provide written reference, and/or convey information.
- **Adherence to Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment including using pertinent software applications.
- Facilitating meetings.
- Planning and managing projects.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including calculations using fractions, percents, and/or ratios.
- Read technical information, compose a variety of documents, and/or facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Regular and special education nursing techniques and regulations.

Abilities

- Schedule a significant number of activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Analyze data utilizing defined but different processes.
- Operate equipment using defined methods.
- Work with a significant diversity of individuals and/or groups.
- Work with data of widely varied types and/or purposes.
- Utilize specific, job-related equipment.
- Meet deadlines and schedules while managing multiple projects.
- Adapt to changing work priorities.
- Build collaborative relationships.
- Work with frequent interruptions.

Responsibility

Work under limited supervision using standardized practices and/or methods. Manage a department. Supervise the use of funds. Utilize resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard-free environment and in a clean atmosphere.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Targeted, job-related education with study in job-related area.

Certificates and Licenses

Registered Nurse Certification.

Continuing Education/Training

Maintain Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade
PH