

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Itinerant Lead Nurse

Classification: Certificated – Non-supervisory

REPORTS TO: Executive Director of Special Services

PURPOSE STATEMENT

The Lead Nurse will provide direct support to building nursing staff, and coordinate medical care for the district, while working on the health needs overall.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary.

Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Stay current on new developments in health and safety as it pertains to K-12 public schools and use this knowledge to manage District preparedness activities;
- Coordinate between departments, facilities, staff, students and the community based upon up-to-date guidance from federal, state, and county government health agencies;
- Lead in a manner that builds consensus among various stakeholders;
- Lead the health services team to design implement health protocols and procedures;
- Develop and deliver training on health preparedness to District staff;
- Compile, create, manage, and make available relevant health information related to staff, families, and students;
- Work with Human Resources to collaborate and communicate with labor partners on health related issues as needed;
- Standardize health and safety practices for consistency across buildings and departments, ensuring compliance with applicable regulations, guidelines, protocols, and policy/procedures;
- Perform site visits to determine health and safety planning requirements and best practices needed for each school/department are consistently and equitably implemented and investigate non-compliance issues;
- Ensure required health compliance training for all staff is provided. Provide additional training upon request;
- Collaborate with other staff members to ensure alignment of health-related programs and services;
- Demonstrate effective leadership, communication and facilitation skills in addressing concerns and issues raised by administrators, teachers, parents and other community members;
- Function as a positive team member and communicator in proactive and constructive ways to manage changing requirements and multiple demands;
- Follow through in a timely manner;

- Perform other related duties and responsibilities as assigned;
- Job presence.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

- Ability to communicate effectively verbally and in writing
- Knowledge of latest health and safety practices along with deep understanding of medical systems and implementation of preventative processes
- Knowledge of budget management processes and procedures
- Skills in building consensus
- Ability to use computer applications to manage and analyze data
- Ability to maintain absolute confidentiality and discretion of student and staff information
- Ability to routinely solve problems, and make decisions based on data, experience and sound professional judgment
- Ability to interpret regulations to ensure continued program compliance
- Ability to manage program expenditures
- Ability to assess staff needs, and plan and provide needed professional development
- Ability to direct, supervise and evaluate staff as needed
- Ability to interact tactfully and positively with all district stakeholders
- Ability to maintain effective working relationships with individuals and groups in a multicultural and diverse community
- Ability to comply with school board policies and follow administrative procedures

Working Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

Experience

- Bachelor's degree in education, educational leadership, nursing, educational policy or a closely related field
- Experience in strategic planning and budgeting
- Experience in leading diverse groups with different perspectives and conflicting priorities
- Experience managing nursing teams in an educational environment

Special Requirements

- Valid First Aid/CPR/AED card or ability to attain one
- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Continuing Ed./Training

Certificates

First Aid/CPR/AED

FLSA Status:

Exempt

Stipend:

\$10,500

Classification History

Job Description Developed: 6/23

Revised:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.