DISTRICT HEAD NURSE / DEPARTMENT CHAIRPERSON

JOB DESCRIPTION

JOB INFORMATION

TITLE: District Head Nurse / Department Chairperson

EMPLOYEE GROUP: Professional
ADDITIONAL JOB CODES: 314
SHIFT: Per Contract
TERM OF EMPLOYMENT: Per Contract
HOLIDAYS: As Per School Calendar
LOCATION(S): As Assigned
RATE OF COMPENSATION: Per Contract
FSLA: Exempt X Non-Exempt ____
Last Edited On: 12/12/2017
Board Approval Date: ????

ORGANIZATION

DEPARTMENT: Professional

REPORTS TO:

a. The District Head Nurse/Department Chairperson is responsible for development, coordination and implementation of the school health services, consistent with objectives and resources of the school district and the Pennsylvania Department of Health.
b. The District Head Nurse/Department Chairperson is directly responsible to the Director of Pupil Personnel.

The District Head Nurse/Department Chairperson will be a 2-year term. At the end of the term, the employee may re-apply.

JOB SUMMARY & QUALIFICATIONS

This extra duty position provides teacher leadership for their respective department including, but not limited to leadership through department meetings, curriculum writing, and professional learning.

QUALIFICATIONS

a. Possess a current Pennsylvania Professional Registered Nurse License
b. Possess an Educational Specialist II certificate as validated by the Pennsylvania Department of Education.
c. Possess a Master's degree in Nursing, Education, Public Health or Health Education.
d. Have a minimum of five years of experience as a school nurse, with other nursing experience in related fields, preferably, maternal and child health.
e. Possess qualifications for Certified School Nurse.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Participate in general policy and health service programs for the school district based on ongoing needs assessment and identified priorities of the pupils, school personnel and the community.
b. Act as a liaison with state, local, community, and faculty in an effort to coordinate school health services and provide uniformity to the district health programs.
c. Oversee equipment and supplies.

SUPERVISORY/PERSONNEL RESPONSIBILITIES

a. Establish effective channels of communication with the community, parents, physicians, dentists and other professional individuals and agencies concerned with the health of school pupils.
b. Establish a uniform record system and acceptable method of recording health data; coordinating results of services and submitting required reports. Compilation of the Department of Health year-end report. Support district wide computerization of immunization record keeping.
c. Consult with Director of Pupil Personnel in planning and delivering direct in-service education programs for the nursing staff. Conduct three department meetings per year and more frequently when the need arises. Disperse information to other school nurses and health room aides.
d. Advise on staffing patterns and needs of the nursing component of the school health program. Coordinate nursing coverage during scheduled and emergency absences.
e. Coordinate services of physicians and dentists to implement stated mandated screening programs as well as physicals for Special Olympics. This includes assisting the Athletic Trainer with scheduling and as needed, conducting, sports physicals. Review standing orders and revise as indicated, prior to submission to school physician for approval on an annual basis.
f. Provide PPD testing and interpretation for new employees and volunteers, as requested.
g. Attend Pupil Personnel meetings when needed, and, in this capacity, work with the Director of Pupil Personnel and other administrative team members in upgrading the District's programs and instruction as they relate to the health program.
h. Coordinate the provision of routine screenings to private programs with publically placed students within the borders of the District (i.e. River Rock and YBEC).
i. Serve on the District's concussion management team and assist with developing and implementing a K-12 protocol for serving students with this need.
j. Attend or designate an attendee from the department for the District's Safety Committee.
k. Coordinate and assist with purchasing needed supplies and equipment, including pharmaceuticals purchased through Big Spring Pharmacy.
l. Evaluate inventory through out the district for the purpose of budgeting and annual supply and equipment requests/requirements. Complete district wide annual supply/equipment requests and submit to Director of Pupil Services. Meet with Director of Pupil Services to review budget and requests.
m. Assist with interview process as indicated and guide new employee through the induction program.

MISCELLANEOUS RESPONSIBILITIES

a. Perform other duties as directed by the Principal and/or Administration.

WORK ENVIRONMENT

a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver’s License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
c. The position specifications 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.

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

The Big Spring School District is an equal opportunity employer.