

Lead Nurse

DEPARTMENT:	Student Services	REPORTS TO:	Assistant Superintendent of Student Services
WORK SCHEDULE:	10 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Supervise and guide other nursing staff and assist in overseeing the district's health care program. Administer first aid, general nursing care and emergency treatment for students, staff, and authorized visitors, dispense medicines and provide parents with counseling on health issues, medical treatments, and necessary medical referrals, and assist in implementing health curriculum and preventive health maintenance programs to ensure a healthy student body and staff for the Kirkwood School District.

Task Title	Essential Job Functions	Percent of Time Spent
Clinical Care	<ul style="list-style-type: none"> ● Provide direct clinical care to staff and students. ● Treat and monitor illnesses and injuries. Provide first aid and medical attention as required. ● Dispense medications. ● Administer treatments like urinary catheterizations and tube feedings. ● Assess the general health and well-being of patients. ● Consult with doctors, parents, and pharmacies as necessary to ensure proactive nursing services are provided for students and staff. ● Maintain health standing orders and emergency medical orders from the district consulting physician and health agencies. 	40%
Staff Support	<ul style="list-style-type: none"> ● Advise district nurses and guide their care using best practices and policies. ● Monitor and supervise nurses. ● Audit district clinics to ensure best practices are followed. ● Ensure adequate clinic coverage in the absence of regular employees. ● Provide feedback and guidance. Serve as a resource to district nursing staff regarding record keeping, time management, inventory control and immunization record keeping. ● Provide performance input to administrators. ● Acclimate new and substitute nurses to the policies and procedures of the district. ● Provide health plan training to staff. ● Serve as a liaison between school physician and nurses. 	20%

Task Title	Essential Job Functions	Percent of Time Spent
Documentation and Reporting	<ul style="list-style-type: none"> ● Maintain timely documentation of clinical care. ● Maintain health records, state compliance reports, and immunization records. ● Maintain daily electronic records of current students and staff medical treatments and procedures in accordance with the Missouri Nurse Practice Act and medical regulations. ● Obtain and review student immunization records. Notify the parents or guardians of students with delinquent records in accordance with Missouri laws and regulations to ensure health records are updated yearly and are maintained in accordance with federal, state, and local health rules. ● Keep daily charts and records of written permission for all PRN medicines. ● Research, recommend and oversee improvements related to the health portion of student and staff databases to ensure district procedures are followed to provide accurate and timely recordkeeping for the students and staff. ● Prepare medical reports when necessary to ensure medical services are provided for students and staff. 	15%
Preventive Activities and Asset Management	<ul style="list-style-type: none"> ● Formulate action plans and plans of care to address student health needs. ● Maintain and order district clinic supplies. Distribute supplies to clinics. ● Manage assets (estimated value: \$6K–\$8K). ● Promote preventive health care topics in the classroom and in the school district. ● Assist in educational lectures and demonstrations aimed at heightening public awareness and knowledge of health care issues in order to promote students' well-being. ● Perform yearly screenings in conjunction with the developmental, kindergarten, and nurse screeners. ● Supervise and monitor student vision and hearing tests. Notify parents regarding test results to ensure effective parental actions can be taken to correct any findings. ● Create emergency action plans and individualized health care plans based on assessment for early intervention related to students physical and emotional responses to medical conditions thereby. 	10%
Collaboration and Knowledge Sharing	<ul style="list-style-type: none"> ● Attend meetings and conferences to plan for nursing care in the district. ● Represent the district by serving on committees and attending workshops related to healthcare. 	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Meet and coordinate with area lead nurses and the Department of Health to stay current on health issues and procedures in the area. ● Share updates with the nursing team. ● Actively participate in boards and committees such as Wellness, Safety, PAT Advisory Board, Health Advisory Team, Department Chair, Lead Nurse Group, and professional organizations. 	
Responsive Problem Solving	<ul style="list-style-type: none"> ● Answer calls and problem solve health issues as they arise. ● Interact with a wide range of employees and external customers, including sharing critical or sensitive information. 	5%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Single department
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Investigating, Orienting or Onboarding, Scheduling, Approving timecards or time off requests, (Other: Interviewing, Directing substitutes to fill vacancies)
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact the entire district

Qualifications

Required

- **Education:** Two-year college degree
- **Licensure:** Missouri Nurses State Registered Licensure
- **Certificates, Certifications, or Other Training:** CPR certification (including bi-annual recertification as provided and required by the Kirkwood School District). Knowledge of current city, county, and state immunization laws, child abuse and neglect laws.
- **Previous Work-Related Experience:** 1-3 years
- Able to lift and carry up to 60 pounds.

Preferred

- Bachelor's degree in nursing preferred
- Five or more years related experience
- CPR Instructor certification

Knowledge & Skills

Knowledge

- **Basic:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.

- Food production: Techniques and equipment for preparing food, including storage/handling techniques.
- Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy.
- **Expert:**
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active learning, Active listening, Critical thinking, Monitoring, Time management, Coordination, Service orientation, Complex problem solving, Social perceptiveness, Judgment and decision making,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Science, Learning strategies, Management of personnel resources, Instructing, Negotiation, Persuasion, Systems analysis, Systems evaluation,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Mathematics, Management of material resources, Equipment maintenance, Equipment selection,
- **Rarely (Less than 1 hour or 12% of the day):** Management of financial resources, Operation and control, Operation monitoring, Repairing, Technology design, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Multi-limb coordination, Reaching, Hearing, Color Vision
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Sitting, Standing, Walking, Pulling/Pushing, Repetitive motion
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting, Climbing
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Balancing

Mental and Psychological Demands

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work*: Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level*: The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 8, 2024