



Lead Nurse

FLSA Status:

Exempt

Education:

Bachelor of Science Nursing

Certification and Licenses:

Currently licensed in the State of Missouri as a Registered Nurse

CPR Certified

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Pro/Tech Salary Schedule:

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Reports to

Executive Director of Pupil Services

Terms of Employment

192 days, with benefits according to Board policy

Purpose Statement

The job of Lead Nurse is done for the purpose/s of assisting in the oversight of the district's health services department, assigned personnel, and related activities; work allocation, and problem resolution; collaborating with community partners and district departments, directing student health services to ensure effective and quality health care delivery; assisting with planning, coordinating, and evaluating clinical aspects of the district health services program; and researching various health and legal issues pertinent to the success of the health services program.

Essential Job Functions

- Coordination and participation in the establishment, review and implementation of school health policies and procedures.
- Ensure policies and procedures adhere to legal and regulatory requirements and ethical standards of nursing practice.
- Assists with assessment, planning and evaluation of the health services component of the coordinated school health programs as related to the health services contract with the Department of Health and Senior Services/State of Missouri.
- Assists with development and coordination of quality improvement activities for the school health services component of the school health program.
- Provides screening and referral for health conditions.
 - a. Screenings and referrals as mandated by the Department of Health and Senior Services for the State of Missouri, as well as any other screenings.
 - b. Promotes a healthy school environment.
 - c. Provides for the physical and emotional safety of the school community
 - d. Monitors immunizations, assures appropriate exclusion from and re-entry into school.
 - e. Reports communicable diseases as required by the State of Missouri
 - f. Implements precautions for blood borne pathogens and other infectious disease.
 - g. Assess the physical environment of school and takes actions to improve health and safety.
 - h. Addresses emotional environment to decrease bullying and violence and promotes environment conducive to

optimal mental health and learning

- Promotes health
 - a. Provides health education by providing health information to students.
 - b. Provides programs to staff, families and the community on health topics.
 - c. Participates on the Student Health Advisory Committee to promote health and well-being of school members through collaborative efforts.
- Serves as liaison between school personnel, family, community, and health care providers.
- Ensures health rooms are maintained with supplies and equipment and assists with developing and monitoring budgets.
- Collaborates in the development of data collection tools required for program data, compiles accurate data and uses findings for planning, implementing and evaluating school health program.
- Provide supervision to RN's and health room aides by telephone or in person.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Helps develop and distribute the yearly parent survey.
- Helps review and evaluate Parent Involvement Policy.
- Exhibits dependability in assigned duties.
- Displays appropriate personal and professional traits that exhibit a positive role model for students and parents.
- Establishes and maintains good rapport with students, school staff, families, and the community.
- Participates in district professional development, as requested.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adhere to all district rules, regulations, and policies.
- Adheres to good safety practices
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: clinical assessment; supervision; strategic planning; budget planning; customer service; risk mitigation; managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; school nurse skills; planning and logistics; people skills; and legal issues in nursing.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Conditions and 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 some fine finger dexterity. Generally the job requires 45% sitting, 45% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.