

POLICY NAME: JOB DESCRIPTOR: NURSING SUPERVISOR

Title: Nursing Supervisor

Qualifications: Registered Nurse with current Arkansas license.

1. Five years licensed nursing experience, three years nursing experience as a school nurse.
2. One year experience as a supervisor (preferred).
3. Current certification in Scoliosis, Hearing, Vision, and BMI.
4. Current certification in CPR and AED.

Reports To: Assistant Superintendent for Support Services and building principals.

Job Goal: To organize and coordinate the Health Services Program.
To enhance the educational process of students by maximizing their health and well-being, modifying or removing health-related barriers to learning, and promoting an optimal level of wellness within context of the coordinated school health model.

Performance Responsibilities:

1. Perform duties under the guidelines of the Nurse Practice Act and follow HIPPA and FERPA laws.
2. Maintains professional appearance, and wears a lab coat.
3. Coordinate Nursing staff:
 - a. Hiring new staff, writes improvement plans and handles discipline issues.
 - b. Serves as liaison between staff nurses, administration and community partners.
 - c. Conducts monthly staff meetings.
 - d. Annual evaluations.
 - e. Training and orientation for new staff.
 - f. Maintaining staffing ratio.
 - g. Supervises Social Services assistant.
4. Coordination, implementation, and review of school health services policies and procedures.
5. Assurance that policies and related procedures adhere to legal and regulatory requirements and ethical standards of nursing practice.
6. Assessment, planning and evaluation of the health services component of the coordinated school health program.
7. Implementation of communicable disease control in the school setting, including monitoring, surveillance and participating in disease prevention and outbreak management within the school.
8. Serving as the health care consultant for school personnel, students and their parent/families.
9. Provision of professional health leadership to administrators and school staff.
10. Development and coordination of quality improvement activities for the school health services component of the school health program.

11. Assurance that school health services and activities are appropriately documented.
12. Documentation, compilation and analysis of data for required reports on school health services.
13. Maintain accurate records related to the various budgets for school nursing, including disbursement of funds.
14. Responsible for Medicaid billing, complying with proper documentation.
15. Develop and implement any new and existing programs as required by law.
16. Serves as a consultant to the development of school based health centers.
17. Maintain inventory for school health supplies. Maintenance of school health equipment.

Term of Employment:

1. Contracted ____ days
2. Reimbursement for travel within the district based on current school rate.
3. _____ Stipend annually.

Evaluation:

1. Annually performed by Assistant Superintendent/Superintendent.