Job Title: School Nursing Supervisor

Reports To: Director of Special Services

Summary: Under the direction of the Director of Special Services, provide medical services in the education environment and oversee School Licensed Nurses.

Essential Duties and Responsibilities include the following:
1. Assist the Director of Special Services in the hiring process for school nurses including orientation of nurses hired by the district, annual evaluations, training.
2. Coordinate school health programs with administrators, staff, community agencies and resources, local health professionals and families including clinical consultation to teachers and administrators.
3. Coordinate and provide student health services including participation in health screening, i.e. vision, hearing, dental scoliosis student immunization in cooperation with community volunteers.
4. Assist in development of and implementation of district policies and procedures for clinical services and programs, i.e. immunizations, services for students with special health care needs.
5. Coordinate communicable disease prevention and infection control based on universal precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal.
6. Coordinate with public health officials in reporting communicable disease(s).
7. Collaborates with school nurses, building principals, building staff, parents and students in the provision of health care for students.
8. Prepares and maintains records and reports as required by law, state directives, district policy and administrative regulations.

Marginal Duties and Responsibilities:
1. Other duties as assigned by supervisor(s).

Supervisory Responsibilities: District school nurses.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Of:
Standard Nursing process.
Universal precautions in health care delivery.
Infection control, disease prevention.
Medication administration.
Medical procedures and treatments.
Student safety.
Community resources.
Health Care Issues in the school setting.
Personnel management.

Ability To:
Apply practical nursing principles and practices.
Communicate effectively with others in writing and oral forms.
Maintain confidentiality.
Take appropriate action in emergencies.
Follow written and oral instructions.

Experience and Education: Must have NM Board of Nursing Registered Nurse license, must hold a valid NM Public Education Department supervisory school nurse license. Possess a Master's degree in nursing or related health field or BN plus 12 hours or more graduate hours and complete Master’s within two years of employment. Three years nursing supervision experience with one year in a school setting. Certified in CPR.