



DISTRICT NURSING AND COORDINATED SCHOOL HEALTH SUPERVISOR

Job Overview

The job of District Nursing and Coordinated School Health Supervisor was established for the purpose/s of planning, implementing, directing and maintaining the District's Nursing and coordinated school health initiatives; evaluating and providing recommendations regarding nursing, health and wellness related initiatives, activities and student education efforts; identifying and securing alternate funding sources to support program needs; and assisting administrators and teachers.

This job reports to the Assistant Superintendent of Operations.

Job Functions

- Analyzes and evaluates a variety of program related data for the purpose of ensuring that program initiatives and activities meet student, school site and District objectives while adhering to assigned budget limitations.
- Administrates and maintains the Coordinated School Health state grant for the district and completes all associated paperwork and applications.
- Assist in the development and interpretation of program policy and procedures for the purpose of establishing guidelines needed to effectively and efficiently meet program goals while adhering to all relevant regulations and guidelines.
- Communicates with parents, employees, administrators and outside organizations for the purpose of providing administrative support, enhancing program awareness, and assisting with program implementation and conflict resolution.
- Coordinates and creates the design, awareness, planning, promotion, support, professional development and implementation of District health and wellness programs for the purpose of improving student and employee health and understanding of related subjects.
- Creates and implements program assessments for the purpose of ensuring that program and District health and wellness objectives are met.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, instructional and marketing pieces, assessments, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Reports program related assessment results for the purpose of providing the information needed to evaluate program performance and to create new and/or revised initiatives needed to meet District objectives.
- Serves as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises employees as needed and/or assigned (e.g. hiring, evaluating, disciplining, etc.) for the purpose of evaluating, professional growth in order to achieve and maintain program consistency.
- Supervises/monitors first aid to staff/students, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
- Supervises/monitors mandated screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.



- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with agencies and other school safety team members to conduct site assessments (e.g. health issues, student health records, emergency preparedness, building/grounds environments, building facilities, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.
- Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Supervises age appropriate programs and/or activities in conjunction with classroom curriculum for the purpose of supporting established lesson plans.
- Counsels employees, students and families on health conditions and lifestyle issues for the purpose of facilitating a healthier student population.
- Assist employees in development of individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Supervises students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Orders supplies and materials as needed for the purpose of ensuring the efficient and effective functioning of the work unit.
- Participates in a variety of meetings, workshops and seminars, Individual Educational Plan meetings, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, educational programs, and/or improving skills and knowledge required to perform functions and/or represent the District to external individuals and/or organizations.
- Supervises care of students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, OSHA, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Supervises referral of students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.



- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Work is generally performed in a standard office environment and at school sites and other District facilities as needed. The job is performed under minimal temperature variations and in a generally hazard free environment.

Generally, the job requires 33% sitting, 34% walking, and 33% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility.

Minimum education: BSN in Nursing or Health Related Field. Master's Degree Preferred.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Skilled in operating standard office equipment; planning and managing projects; utilizing pertinent software applications; effective listening; problem solving; training; and supervision.
- Has substantial knowledge of health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.
- Able to adapt to changing priorities; communicate with persons of varied backgrounds and technology expertise; establish and maintain effective working relationships; meet deadlines and schedules; provide direction; set priorities; and work as part of a team.

Required Testing: None Specified

Continuing Education/Training: Maintain Licensure

Required Certificates and/or Licenses: Registered Nurse, licensed by the State of Tennessee; and CPR Certification

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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