

Sheffield City Schools
Job Description – School Nurse Supervisor

POSITION TITLE: School Nurse Supervisor

QUALIFICATIONS: (1) B.S. degree in Nursing from an accredited nursing school. (2) Registered Nurse with a license to practice in the state of Alabama. (3) Current CPR Certification, (4) Valid driver's license.

JOB GOAL: Plans and coordinates all activities related to health services programs

REPORTS TO: Executive Director of Special Education & Student Support

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Supervises and evaluates nursing staff and makes recommendations to the Executive Director of Special Education & Student Support regarding employment of school nurses and assist with meeting fiscal responsibilities within the nursing program.
2. Coordinates and implements health screenings mandated by state law, notifies parents of possible defects found through screening and makes recommendation for further professional evaluations.
3. Assists parents in securing professional and/or civics assistance for treatment and correction of identified medical problems.
4. Provides instruction to students on health related issues.
5. Assists in enforcing and reporting compliance with Alabama law regarding immunization requirements for all students.
6. Serves as a liaison between health professionals and the school system regarding the health needs of children, and secures proper medical care when deemed necessary.
7. Reports child abuse and neglect to the Department of Human Resources.
8. Administers special medical procedures, when appropriate, to needs of the students.
9. Participates in the functions of the IEP/504 committee where needed.
10. Coordinates systemwide procedures of administration and management of medications given at school.
11. Implements a program of care for pregnant teens and teenage moms.
12. Promotes wellness and provides information to facilitate healthy lifestyles among students and faculty.
13. Conducts faculty inservices regarding school health issues.
14. Advises teachers on health matters, including the modification of educational program to meet health needs of individual students with chronic medical problems.
15. Assists school personnel in working with students with infectious and contagious diseases. Assists in making determination of possible homebound services.
16. Assumes responsibility for continuing education and professional development and contributes to the professional growth of others.
17. Adheres to school system rules, administrative procedures, local board policies, and state and Federal rules and regulations.
18. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, Board employees, parents, and students.
19. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: 9.5 months/187 days

SALARY: Salary in accordance with Board approved salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.