



City of St. Charles School District

LEAD NURSE

Reports to:	Director of Special Education and Student Services
Classification:	Licensed
FLSA Status:	Exempt
Terms of Employment:	193 days according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the Building Principal and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Lead School Nurse will give leadership and guidance in the development and maintenance of the district nurses role in health services. The Lead Nurse will be available for consultation with the nurses and principals and orient them in the expectations of health services.

ESSENTIAL RESPONSIBILITIES AND DUTIES: *Additional duties may be assigned*

- Carries out the duties of a school nurse.
- Acts as a liaison to the Assistant Superintendent of Special Services and the nursing staff.
- Works with Assistant Superintendent of Special Services to plan for and facilitate meetings and professional development.
- Facilitate ordering of health clinic supplies.
- Assists in the preparation of district, state, and federal reports.
- May assist in the selection of nursing personnel.
- May assist in filling absences for nurses and health clerks.
- Works with district technology personnel to maintain and update the student health data base.
- Responsible for maintaining an up-to-date Comprehensive Student Health Manual for the district.
- Assists in the coordination of district nurses and district health advisory/wellness committee.

QUALIFICATION AND REQUIREMENTS:

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

EDUCATION AND/OR EXPERIENCE:

- Registered Nurse certification required.

- 3-5 years school nursing experience

COMMUNICATION SKILLS:

- Ability to write reports, and business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from Board members, administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.

REASONING SKILLS:

- Ability to solve practical problems and deal with a variety of situations in an effective manner.
- Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

School Nurse Lead
Proposed 2014-2015
SY 2004-2005