

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SCHOOL BOARD NURSE, Lead

QUALIFICATIONS

- Current, unrestricted professional licensure as a Registered Nurse by the State of Florida.
- Certified in CPR or BLS; willingness to become certified as a CPR/First Aid Instructor.
- Associate's Degree in Nursing with five (5) years' experience in public/community health nursing, school health nursing, or mental health nursing OR Bachelor's Degree in Nursing preferred.
- Current Florida Driver's License and/or access to reliable transportation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and medical technology as related to nursing functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in problem solving, human interaction and conflict management.
- Effective skills in oral and written communications.
- Ability to communicate with a variety of audiences.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Ability to identify abnormal growth and development and symptoms of disease.
- Knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Ability to coordinate and facilitate team-based health care between the school, local health agency, and other community resources with shared goals, clear roles, mutual trust, effective communication, and measurable processes and outcomes.
- Ability to develop positive working relationships.

SUPERVISION

REPORTS TO SUPERVISES Executive Director of Exceptional Student Support Services or Designee
No Supervisory Duties

POSITION GOAL

To lead in the planning of district Health Services for Pre-K-12; to oversee the health needs of the students, schools, community; and to participate in the evaluation and review of the total school health program.

PERFORMANCE RESPONSIBILITIES

1. *Perform assessments of the health needs in the schools and community, health needs of students and staff available, and health resources in the schools and community.
2. *Coordinate health services program and collaborate with administrators, licensed school nurses, staff, community agencies, and resources, local health professionals, students, and families for all students referred to the District Lead Nurse.
3. *Utilize the nursing process in response to student referrals from schools to initiate a plan of action for resolving health problems.
4. *Consult with school personnel regarding student or health-related issues.
5. *Promote optimal communication between the family, school, physician, and/or community agencies.
6. *Serve as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development team designed to promote student health and well-being.
7. *Implement health education programs designed to promote health and well-being of students.
8. *Serve as a consultant to schools in the area of school entry as it relates to immunizations, health examination, proof of birth, and provide a computer information system for entering and maintaining student immunization records.
9. *Serve as a member of the review committee for students with medical needs, as requested by the Executive Director of ESSS and/or Designee.
10. *Plan and implement professional development activities in area of Health Services for each school's designated clinic staff.
11. *Act as liaison between families, school personnel, and community agencies.
12. *Plan and implement a school health record documentation system which protects the level of confidentiality required.
13. *Acquire and maintain current knowledge and competency in school nursing practice.
14. *Evaluate and make recommendations and suggestions to help create a healthy and safe school environment.
15. *Recommend and implement modifications in school programs to meet students' health needs.

SCHOOL BOARD NURSE, Lead, Page 2

- 16. *Recommend and implement with school administrators the development of school board policies for the school health program.
- 17. *Participate in recruitment and interviewing of health service personnel.
- 18. *Participate in the onboarding and in-servicing of new and substitute nurses.
- 19. Perform other duties/tasks consistent with the goals and objectives of this position.
- 20. Perform other duties, as assigned by the Executive Director of Exceptional Student Support Services or Designee.

*Denotes essential job function/ADA

NOTE: A nurse with an ARNP degree may perform duties as permitted by licensure under the general supervision of a physician/practitioner.

EQUIPMENT / MATERIALS

Vehicle, Computer, Medical Equipment

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Reaching	Extending hand(s) and arm(s) in any direction.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Talking	Substantial and continuous movements of the wrists, hands, and/or fingers. Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

T - BA \$40,000 - 69,500
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35.0
Annual Hours 1372.0

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	6130
Job Code	1162
Survey Code	61320

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 23, 2019
January 10, 1995
November 13, 2001

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh