SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA
Position/Job Description

SCHOOL BOARD NURSE, Lead

QUALIFICATIONS

- Current Florida Registered Professional Nursing License.
- Bachelor's Degree in Nursing or equivalent.
- Five (5) years of successful experience in Health school nursing.
- Possess a current Florida Driver's License and/or have access to 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.

SUPERVISION

REPORTS TO Director of Exceptional Student Support Services Or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To plan and coordinate a Pre-K-12 program in Health Services.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate the delivery of health care for all students referred to the District Lead Nurse.
2. * Utilize the nursing process in response to student referrals from schools to initiate a plan of action for resolving health problems.
3. * Consult with school personnel regarding student or health-related issues.
4. * Collaborate with community health agencies concerning health issues and promote optimal communication between the family, school, physician, and/or community agencies.
5. * Implement health education programs designed to promote health and well-being of students.
6. * Coordinate a school nursing program which is designed to facilitate the solution of student health problems.
7. * Administer and implement a vision screening, referral, and follow-up program for all schools.
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 Director of ESSS and/or Designee.
10. * Plan and implement Staff Development activities in area of Health Services.
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.
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.
17. * Manage school health services program in each assigned school.
18. * Collect and report monthly statistical data to Department of Health and Director of ESSS/Designee.
19. * Communicate, educate, and/or instruct school staff regarding information and interventions as outlined in the individual health care plans.
20. * Orient, provide training, and document skills of school personnel providing health services to students.
21. * Provide professional support to school board nurses and licensed practical nurses.
22. Perform other duties/tasks consistent with the goals and objectives of this position.

*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 ACTIVITY**

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.
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 exerting up to 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 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**

Outdoors The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

**TERMS OF EMPLOYMENT**

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<th>PAY GRADE</th>
<th>POSITION CODES</th>
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<th>BOARD APPROVED</th>
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