TITLE: Lead School Nurse

School Personnel

QUALIFICATIO	DNS: 1. 2. 3. 4. 5. 6.	Registered Nurse Possess and Maintain a Current CPR certification Must hold valid Alabama Nursing License Experience in management or health related field or 3 years as school nurse within the Albertville City School system Demonstrated effective written and verbal communication skills Must meet background clearance requirements as specified by ALSDE		
Reports to:	Executive Director of Federal Programs / Nurse Supervisor			
Supervises:	Registered Nurses, Licensed Practical Nurses, and Unlicensed Medication			

Job Summary: Oversee the planning, implementation, and evaluation of children with health needs in the educational setting, as well as train staff, delegate nursing tasks as appropriate with the Alabama Board of Nursing, to provide oversight to comprehensive school health services program, to supervise nursing staff in planning and implementation of direct healthcare to students during school and school-sponsored events and to determine necessary changes in staffing patterns based on the on-going health needs of students. Submit all reports as required to SDE and other state entitles.

ESSENTIAL FUNCTIONS:

- 1. Supervise and evaluate department staff and make recommendations to the director/supervisor regarding continued employment and assist with meeting fiscal responsibilities.
- 2. Assist in the development, implementation, and evaluation of practice and procedures appropriate to specific health professions and license requirement.
- 3. Observe and evaluate the nursing practice of regular and substitute staff nurses and provide follow-up including consultation, recommendations, and/or demonstrations of nursing skills and technique as required.
- 4. Provide orientation and in-service for nursing staff including substitutes.
- 5. Conduct interviews for new nursing staff and make recommendations to director for hiring.
- 6. Assist nursing staff assigned to other schools in our system as needed.
- 7. Coordinate health services such as clinics and health screenings with community health care providers.
- 8. Collaborate with local college nursing programs to provide clinical/practicum experience for associate degree and license practical nursing students.
- 9. Collaborate with other school departments, school personnel, and community providers to develop, implement, direct and evaluate community-based services that address the mission of Albertville City Schools.
- 10. Perform other job related duties as assigned.

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Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:	9-Month	🗹 10- Month	11- Month	12- Month
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EXPECTED WORK DAY:

8 Hours

SALARY:According to Albertville City School Board approved salary schedule and
determined by rank and experience as per policy 5.1.2 – Personnel – Special
Requirements for the Position

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by:		Date		
	Employee			
Principal/Program Coordinator	_	Human Resource		
Initials			Initials	

Board Approved: May 18, 2021