

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Nurse Supervisor

Department: Health Services

**Grade K
H.P.D. 8
D.P.Y. 220**

Job Description

Date Reviewed: June 2008

**Reports To: Risk Manager /
Safety Coordinator**

Purpose of Job

Provides Health Services program compliance, development, implementation, coordination and evaluation of school health services programs while assisting with Risk Management and Safety Department functions. Develops reviews and revises policies and procedures; supervises and serves as a consulting resource for staff involved in providing health services.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assigns and reviews work of school nursing staff ensuring compliance of nursing standards throughout the system.

Provides recommendations concerning employee selection, transfers, promotions, discipline, discharge and salary issues. Hires all substitute nursing personnel.

Conducts periodic meetings of staff to provide information, resolve problems, give program directions and evaluate policy effectiveness of assigned health programs; instructs nursing staff on safety and risk issues in the field; trains and monitors staff on critical decision making. Oversees staff development to review competency.

Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.

Coordinates nursing coverage for Special Olympics events.

Coordinates the calibration of audiometer equipments annually.

Implements the medical procedures for students at the PAES laboratory.

Authorizes exclusion and re-admission of students in connection with infectious and contagious diseases.

Attends committee meetings and conferences regarding health service and health curriculum.

Prepares health reports for Board of Education and the Tennessee Department of Education.

Acts as a liaison between school system and other agencies.

Monitors compliance of school health services with applicable federal and state laws, regulations, and department policies.

Assesses the needs of the school community. Refers and coordinates community services when necessary.

Coordinates the development and revision of health policies and procedures to meet current Tennessee state standards.

Provides orientation for new nursing personnel.

Supervises staffed nurses in provision of health services.

Coordinates and plans for nursing activities and interventions, including vision/hearing screening and immunizations.

Participates in multi-disciplinary planning for student services.

Serves as a resource person regarding health issues.

Corresponds with parents on health needs of students.

Develops policies, procedures, and work standards for school health services program.

Maintains and transports any necessary health equipment to various locations. Provides proper equipment and supplies necessary for optimal clinic functions or as needed for nurses to perform duties.

Coordinate flu administration for the district: ordering supplies, order flu vaccines, handles contract negotiations with physician for necessary medical order for administration, distribute supplies and vaccine; administers vaccine for all employees.

Trains unlicensed personnel to assist in the administration of medication-emergency glucagon and epinephrine for students.

Assist with New Employee Safety Training Program and Annual Refresher safety compliance training.

Assist with accident investigations of and officially reports on On-the-Job Injuries (OJI) and student accidents.

May assist in conducting training programs of supervisors in safety supervision and coordinate adequate job instruction procedures and safety training of all employees for compliance of mandated state and

federal occupational health programs.

Performs on site safety evaluations of personnel and equipment as detailed in the CMCSS Safety Manual to ensure compliance and overall safety for all CMCSS employees and students.

Assist in preparing written reports of findings and recommendations for correction of unsafe conditions or conditions which violate occupational health standards.

Assist with OJI Claims Filing and Claim Case Management

Assist with the development and maintains employee injury statistics reports.

Assist the Risk Manager/Safety Coordinator in developing; policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports, cost and premium allocations.

Attends meetings, seminars and training sessions as required to remain knowledgeable of safety trends and to promote improved job performance, maintains an orderly office environment.

Create Individualized Health Care Plan for students with medical problems without standardized health plans previously created.

Supervisory Responsibilities

Provides oversight and consultation services for Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) assigned to the school system.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed as a Registered Nurse and one year experience in a K-12 school setting.
Combination of training and experience equivalent to or superior to the foregoing requirements. CPR Certified. First Aid. Tennessee Driver's License.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and

equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for medium to heavy work. Must be able to lift and/or carry weight of forty to sixty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of Nurse Supervisor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to Health Services.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of Nurse Supervisor. Has thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date