

Position:	Nurse Coordinator
Term:	Full-time/9 Months
Classification:	Classified/Exempt
Qualifications:	RN License, BSN preferred; Minimum of four years' experience in the clinical area of nursing with experience in pediatrics or school nursing; Certified CPR/First Aid
Supervisory:	Yes
Reports to:	Executive Director of Student Services

The job responsibility of the Nurse Coordinator is to perform supervisory and planning duties for School Nurses as well as serve as a Building Nurse

#### General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Read, analyze, and interpret common scientific and technical journals.
- Respond to common inquires or complaints from patrons, regulatory agencies, news media, or members of the business community.
- Effectively present information to top management, public groups, employee groups, and/or boards of directors.
- Ability to Add, Subtract, Multiply, and Divide.
- Work with mathematical concepts as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Solve practical problems and deal with a variety of concrete and abstract variables in situations where only limited standardization exists.

- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Essential Functions:

- Develop and administer a District-wide Health Service Plan.
- Keep abreast of current school health trends, developments, research, and legislation/regulations.
- Collaborate with Building Principals in interviews and evaluations of School Nurses.
- Promote health and wellness among students and staff, as well as focusing on the early detection and appropriate management of health concerns.
- Protect the health status of students and staff through functions in the area of health services, health education, and maintenance of a healthy school environment at the building level.
- Provide health assessments
  - Obtain a health history on students with chronic or serious health concerns.
  - Screen and evaluate vision, hearing, scoliosis, and height and weight measurements.
  - Observe students for health concerns and developmental problems.
- Implement health plans and procedures
  - Maintain a confidential cumulative health record for each student.
  - Monitor the health status of students, communicating with parents and school personnel as necessary.
  - Initiate and follow referrals for intervention and or remediation.
  - Implement health management protocols.
- Provide direct nursing intervention
  - Administer appropriate level of first aid for illness and injury, including CPR if necessary.
  - Monitor the health status of students, communicating with parents and school personnel as necessary.
  - Initiate and follow referrals for intervention and or remediation
  - Implement health management protocols.
- Provide health education for students, staff, and parents
  - Coordinate and participate in student support groups and activities.
  - Teach health topics as outlined in health education risk behaviors.
- Compiles data on injuries in the school setting as necessary.
- Promotes and assists in the control of communicable diseases.
- Ensures that each student complies with the immunization requirements of the State of Missouri.
- Confirms that students have medical emergency cards on file.
- Assist in coordinating and participating in health/wellness projects.
- Protect student health by attention to environmental health factors.
- Provide professional direction, support, and leadership to health services personnel as well as addressing health and safety issues district wide.
- Continuously focus on effectively managing the health services program in the following ways:
  - Work closely with district administrators and health services personnel in the development and/or improvement of health related policies and procedures.

- Communicate with state, regional and local health professionals concerning school health issues and utilize the information to improve the health services program.
  - Actively be involved in developing and implementing a district wide first aid training program for staff.
  - Assist administrators in addressing environmental safety issues and promotes the education of staff and students concerning blood borne pathogens, etc.
  - Promote professional development among school health services personnel.
  - Implement a comprehensive annual evaluation of the program in order to make continued improvements.
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  - Responsible for ordering and inventory of health service supplies for the district.
  - Responsible for properly managing the health services budget.
  - Work closely with the staff and students of the FTS?MSSU nursing program as needed.
- Carry out all other duties as assigned.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The individual in this position is frequently required to stand or sit. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **Attendance**

Regular and consistent attendance is an essential function of this position.

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

### **Conditions and Environment**

The employee must be in good health due to continuous exposure to communicable disease in the school setting. She/he must be able to make critical independent health related judgments under high stress and in life threatening situations.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.