

## Job Description

**Job Title:** Lead School Nurse (RN)

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Health Services

**Pay Grade:** 39

**Contract Length:** 202 Days

### **Job Summary**

Position assists Health Services Supervisor with developing division-wide standardized procedures; acts in a lead role to school nurses, treatment nurses and clinic assistants regarding all students (grades PK-12); and develops/conducts in-service training to Health Services staff regarding current, evidence-based practices, techniques and procedures

### **Essential Duties**

1. Supervises the daily activities of treatment nurses and clinic assistants throughout the division.
2. Assists the Supervisor of Health Services with developing division-wide standardized procedures for the health care of all students.
3. Acts in a lead role to Health Services staff throughout the division in assessing, evaluating, and developing/implementing care for all students.
4. Conducts clinic site visits providing ongoing support to all clinic staff.
5. Develops and conducts in-service training for Health Services staff regarding current nursing techniques and procedures for all students.
6. Reports suspected cases of child abuse and neglect through the proper channels.
7. Serves as liaison between the school and family physicians to promote effective patient case management.
8. Enforces established infection control policies and procedures on the exclusion and readmission of students with infectious and contagious diseases.
9. Functions as the Synergy Help Desk for Nurses/Health Services. Provides Synergy orientation for all health services staff, trains all new health services staff for Synergy use.
10. Assists Supervisor of Health Services in developing and providing classroom orientation for all new hires to health services.
11. Maintains and develops Synergy handbooks for clinic use.
12. Assists Supervisor of Health Services with maintaining clinic and state reports using Microsoft programs.
13. Covers the duties of the Supervisor of Health Services when absent: Covers call during the evening and morning hours for health services staff, makes daily assignments of itinerate staff and assists all staff as needed.
14. Assists Supervisor of Health Services in troubleshooting Synergy health computer issues, collaborates with technology department with Synergy updates.
15. Serves as a resource for teachers, staff and nurses at all schools regarding the health needs of students.
20. Maintains proper documentation and health records on all students within NNPS, prepares/submits reports as required, and utilizes the nursing components of the Synergy computer system.
21. Complies with laws, regulations, protocols, and School Board policies/procedures as they apply to school health services.
22. Models nondiscriminatory practices in all activities.
23. Provides clinic coverage in the absence of the school nurse or treatment nurse.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Maintains professional competence and keeps abreast of new developments in the health field.
2. Performs any other related duties as assigned by the School Principal & Supervisor of Health Services or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must have graduated from an accredited school of professional nursing with school nurse experience, preferably as a NNPS Registered Nurse. Bachelor's degree in nursing preferred. Must be licensed, or eligible for licensure as an RN by the Virginia Board of Nursing. Must possess current CPR certification. Must have knowledge of professional nursing principles, practices, and techniques within a public school environment to include knowledge of: human anatomy, physiology, child growth/development, basic pharmacology, medical terminology, and infection control measures. Must possess the ability to organize a clinic and supervise staff. Must possess the ability to serve in a lead role and conduct in-service training to school nurses. Must possess the ability to manage the health of medically fragile students and exercise judgment in the application of nursing care. Must possess skills in standard nursing procedures (catheterizations, suctioning, IVs, tracheotomy care, gastrostomy feedings, oxygen administration, etc.) and the ability to perform/interpret health screenings and physical examinations. Must possess the ability to maintain comprehensive health records, prepare clear/concise medical reports and use appropriate computer systems. Must possess excellent interpersonal and communication skills. Must possess the ability to establish and maintain effective working relationships with students, staff, parents/guardians, and outside agencies.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. Duties are performed in a school clinical and classroom environment. While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; smell. The employee must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds. Specific vision abilities required include close vision, depth perception, and ability to adjust focus for observing patient conditions and administering appropriate treatment. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Treatment Nurses, Clinic Assistants

**Supervision Received:** Principal & Supervisor of Health Services

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Nurse will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Supervisor of Health Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date