Position Title: District Nursing Coordinator

Department: Administrative Services

Supervisor: Dr. Rebecca M. Osuna

Term of Employment: 210 Days

Salary Classification: Nurse Salary Schedule, plus Extra Duty Stipend

Job Summary: The District Nursing Coordinator is responsible for the support and development of all school nurses and health offices support, as well as the clinical oversight of Licensed Practical Nurses and Registered Nurses working in the schools. The Nursing Coordinator will assist the District in maintaining compliance with all necessary policies, procedures and regulations for the health and welfare of the students.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, duties, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents in this class.

Essential Duties and Responsibilities:
- Assists School Nurses, Licensed Practical Nurses, Registered Nurses and administrators in developing and implementing a comprehensive school health program.
- Oversees and counsels staff on scope of practice issues.
- Provides on-going professional development for district nurses.
- Conducts necessary and regular meetings with all district nurses.
- Facilitates understanding and communication between health personnel and other district staff.
- Provides input for health facilities in schools, including standardized equipment and supplies.
- Keeps up to date on all student health-related legislation and regulations to include issues related to medically fragile students.
- Participates in the development and implementation of health related policies and procedures.
- Maintains records of health services activities and makes periodic reports to administrators

- Coordinates health services with other school, community and governmental agencies.
- Resource for health related curriculum.
- Develops and maintains health-related manuals
- Acts as infection control coordinator to include communicable diseases.
- Coordinates with the Special Education Department and Transportation Department on issues related to identified special education students
- Attends IEP meetings for students who are medically fragile, represents the District in making decisions about he qualified medical needs that the schools musts provide (regular school nurse also attends).
- Oversees the training and development of the student health software database system for new nurses and trouble-shoots issues with the system.
· Oversees and monitors the OSHA blood-borne Pathogen compliance throughout the district.
· Oversees the Hepatitis B compliance in regards to the OSHA Standards.
· May perform other duties as assigned or required.

**KNOWLEDGE AND SKILLS:**
- Knowledge of applicable Federal, State, County and City Statutes, rules, policies and procedures.
- Knowledge of applicable Cartwright School District and departmental policies and procedures.
- Knowledge of the in-school health needs of medically fragile students and related knowledge of special education laws (including IDEA and Section 504 of the Rehabilitation Act).
- Skill in working collaboratively with a group.
- Skill in creating and delivering professional development and training.
- Skill in team building, managing, motivating and organizing a workforce.
- Skill in establishing and maintaining effective working relations with co-workers, vendors, students, parents, the general public and others having business with the school district.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** Current RN Nursing License, BSN Preferred, but Associate Degree and Diploma RN considered. Minimum of five years experience as a school nurse and supervisory experience preferred. Three years school nurse in District preferred.

**OTHER REQUIREMENTS:**
- Must pass a fingerprint and background clearance check.
- Must have, at the time of application, and must maintain a valid Arizona driver’s license.
- Required to travel to perform work functions.