



Nurse, School Consulting

Reports to: Principal; Nurse Coordinator

Structure/Grade: E - Schedule

Division: School-Based

Workdays: 190 Days

Position Summary

Provide leadership for a team of school nurses and health personnel to maintain and enhance student health, thereby improving educational opportunities through collaboration with healthcare providers, homes, schools, and the community. Provide leadership and guidance to a team, ensuring adherence to established policies and procedures.

Essential Job Duties

- Manage a functional team within a department, supervising and providing continuous support to school nurses, clinical assistants, and other school health personnel.
- Organize programs and processes, establishing tasks for the team and setting priorities.
- Ensure departmental adherence to all relevant policies and procedures.
- Work on issues requiring the analysis of data and a variety of relevant factors to resolve.
- Identify and resolve operational issues that may fall outside of established guidelines as they arise; recommend process improvements where needed based on sound project workflow principles.
- Develop and maintain individual health plans for students with special needs, participating in 504 meetings as required.
- Offer medical knowledge, guidance, and resources to support educational staff.
- Provide health-related advice and consultation to school personnel on student health concerns and policies.
- Collaborate with parents, teachers, and administrators regarding student health issues to promote a safe educational environment.
- Interact with subordinates, supervisors, and functional peer groups to interpret and explain information as necessary.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree from an approved accredited college or university in Nursing required.
- Minimum three (3) years of experience in Pediatric Nursing required.
- Current licensure as a Registered Nurse with the State of Georgia required
- Current certification as a Cardio Pulmonary Resuscitation (CPR) and First Aid instructor required (May be ongoing or in the process of obtaining).

Knowledge, Skills, and Abilities

- Knowledge of diabetic support protocols
- Knowledge of childhood disorders
- Knowledge of emergency response processes
- Knowledge of child development theories



- Thorough understanding of the application of the profession
- Good math skills
- Strong conflict resolution skills
- Ability to lead a team and provide guidance to subordinates within the latitude of established company policies
- Ability to make quality decisions that impact the team and direction of project work
- Ability to develop and implement new processes and procedures as appropriate
- Ability to collaborate and communicate effectively with a wide variety of constituents
- Ability to think critically and strategically and solve problems
- Good computer skills, and the ability to use all relevant software

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly uses fine motor skills to utilize computer equipment and healthcare equipment.
- Constantly required to observe details at close range.
- Occasionally required to move equipment weighing up to 25 pounds.
- Occasionally required to maneuver and assist people weighing from 25 pounds to more than 100 pounds.
- Occasionally exposed to hazardous fluids.
- Occasionally exposed to the risk of needlesticks and exposure to communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

Reviewed/Revised: 10/21/2024