



Tolleson Union High School District #214
Lead School Nurse - RN

Purpose

The Lead Nurse is responsible for the support and development of all school nurses and health offices' support staff. The Lead Nurse will assist the district in maintaining compliance with all necessary policies, procedures and regulations for the health and welfare of students.

Qualifications

1. Valid Arizona Board of Nursing license to practice as a Registered Nurse (RN) and in good standing.
2. Bachelor's degree in nursing or related field.
3. Five (5) years' experience in public health, or nursing, preferably in a school district.
4. Current CPR, AED, and First Aid certification
5. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.

Preferred:

6. Arizona Department of Health Services Certificate of Hearing Screener
7. Supervisory experience

Essential Functions

1. Assist school nurses and administrators in developing and implementing a comprehensive school health program.
2. Annually implements, secures, and documents district doctor orders for all health offices within Tolleson Union High School District.
3. Assists school nurses with writing individualized healthcare plans.
4. Oversee and provides counsel to staff/administration on scope of practice issues.
5. Orients and trains new nurses and other health services personnel.
6. Keeps up to date on all student health-related legislation and regulations to include issues related to medically fragile students.
7. Participates in the development and implementation of health-related policies and procedures.
8. Supports district and site administration with federal, state, and county health mandates, data collection, and requirements for reporting.
9. Frequently collaborates with Medicaid Manager on nurse procedures, team meetings, and professional development training.
10. Maintains a high level of ethical behavior and confidentiality.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: regularly required to talk and hear; frequently required to use hands to touch, handle, or feel objects, tools, or controls and use a keyboard or keypad; regularly type or enter data using a computer keyboard; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include professional nursing principles, practices, and techniques within a public school environment to include human anatomy, physiology, child growth and development, basic pharmacology, medical terminology, and infection control measures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is high. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: the employee will be required to reach with hands and arms; some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the employee is frequently required to stand, walk, bend, and sit; the employee is occasionally required to climb, or balance and stoop or kneel; the employee must regularly lift

and/or move up to 10 pounds, and occasionally lift and/or move up to 120 pounds. Generally, the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness. The employee will regularly work indoors in a controlled temperature environment but may be required to work outdoors in extreme weather conditions. The noise level in the work environment is usually moderate.

Reports to: Principal & Director of Exceptional Student Services

Terms of Employment: Ten-month, full time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy.

FLSA Status: Exempt

Salary Range: Extracurricular/Co-curricular salary schedule, Index 2

Board Approval: Pending Board approval