



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: SUPERVISORY NURSE OF SCHOOL HEALTH SERVICES

QUALIFICATIONS:

1. Graduate of an accredited professional nursing education program
2. Valid registered nurse license (RN) from the Florida Board of Nursing
3. Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

PHYSICAL REQUIREMENTS: Medium

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure

SUPERVISES: As assigned by Bay District Organizational Structure

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with district-level administrators to integrate and implement health policies and practices with the priorities of the district.
2. Assesses the priority for allocation of resources to achieve the school health services program goals.
3. Serves as a member of the local school health advisory committee, and other district committees related to health and safety issues of students and staff, such as intervention planning teams, staff wellness programs, and exposure control committees.
4. Conducts the compliance monitoring of school health staff and health rooms.
5. Develops, schedules, and facilitates trainings and meetings for district nurses, departmental and district staff as related to the health needs of students.
6. Oversees the collaboration of work with community health partners, including the local county Department of Health and any district contracted school health partner, in the implementation, scheduling, and reporting of state mandates related to school health services including, but not limited to: CPR/AED, screenings, immunizations, vision and hearing screenings, scoliosis screening, and other state laws, rules, regulations and annual reports.
7. Communicates with parents and community in areas concerning student health and safety, acting as a district liaison to parents in health-related matters.
8. Ensures delivery of services with contracted school health partners using professional assessment skills, the nursing process, individualized healthcare plans/emergency action plans, and established school health protocols.
9. Develops and implements individualized healthcare plans/emergency action plans as needed, and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
10. Participates in the development of campus health education curriculum, educates faculty and staff as needed on health-related topics, and provides health education to individuals and groups. Contributes to campus communications to parents and the local community regarding health issues.
11. Performs other duties as assigned.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) months. Paygrade as established by the School Board in current Salary Placement Schedule 5.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Holly Buchanan
Reviewed by Dept. of Human Resources

APPROVED MAY 24 2022

Adopted by Bay District School Board