*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** School Nurse Supervisor

**Reports to:** Director of Pupil Personnel Services

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Provide healthcare to students, perform health screenings, and coordinate referrals to medical, home or private health care provider. Serve as a liaison between school personnel, family, community and healthcare providers to advocate for healthcare and a healthy school environment.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Manage and supervise all School Nurses
* Ensure that all School Nurses are properly trained on district procedures and protocols related to the care of students
* Ensure that nursing program is running per Connecticut State Board of Education requirements
* Collaborate with Building Principal and/or teacher(s) to identify existing or potential health issues that may interfere with a student’s learning
* Notify parents of suspected health issues detected during school
* Monitor and ensure that all cumulative health records and screenings are in compliance with Connecticut State Department of Education requirements
* Monitor and ensure all buildings are and remain in compliance with medicine storage guidelines
* Oversee health policy and procedure review and revisions
* Coordinate the establishment and revision of guidelines, procedures and training in First Aid, CPR and AED for the schools and staff
* Provide orientation and on-the-job training for new school nurses
* Develop timelines related to health screenings
* Facilitate normal development and positive student response to interventions
* Provide leadership in promoting health and safety, including a healthy environment
* Actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning
* Coordinate the training of teachers and staff in CPR, First Aid and use of an AED
* Coordinate health and physical assessments
* Oversee vision, hearing, and dental screenings
* Administer medication or delegate per CSDE <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=334556#toc2>
* Consult with parents/guardians, health care providers, teachers, and/or others responsible for a student’s care to develop Individualized Healthcare Plans (IHCP) as needed/required
* Supervise, monitor and annually evaluate Health Aides
* Authorize exclusion and readmission of students with infectious and contagious diseases
* Screen for communicable diseases
* Report all cases of suspected child abuse to appropriate school personnel and proper government authorities
* Provide input in the identification, evaluation and placement of students into special education programs as needed
* Maintain activity logs, progress reports, treatment plans and all other necessary files required
* Comply with the professional, ethical and legal codes of conduct, standards, and practices for Nurses as outlined by the Connecticut Department of Health and the Connecticut State Department of Education
* Use mandated assessments, skilled professional evaluations and assessments and other proven supplementary information to evaluate student needs
* Maintain inventory of equipment, materials, and supplies
* Attend meetings and in-services as required
* Properly and accurately provide timely Medicare/Medicaid billing information in accordance with federal, state, and local laws to include the Connecticut State Department of Education
* Promote good public relations by personal appearance, attitude and conversation
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Interact in a positive manner with staff, students and parents
* Make contact with the public with tact and diplomacy
* Promote good public relations by personal appearance, attitude and conversation
* Respond to questions and requests in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Perform other related duties as assigned by Director of Pupil Personnel Services

**Qualifications/Certificates:**

* Active Nursing License issued by the Connecticut Department of Health
* 3-5 years working in public or community health nursing
* 1-2 years related supervisory experience preferred
* Knowledge of and/or experience working within school setting preferred
* Such alternatives to the above qualifications as the Superintendent and/or the Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills
* Ability to promote learning and classroom management
* Proficiency of federal, state, and local laws including the Connecticut State Department of Education governing special education

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hand and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional need to work overtime and/or evenings
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds
* Requirement to assist in the restraint, movement or other emergency weight bearing assistance of students

**Equipment Operated:**

Computer/Laptop Printer Scanner

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date