

Job Description

Title: Supervising Registered Nurse

Overview:

The Supervising School Nurse as employed by the South Jefferson Central School District will be a Registered Nurse and hired under Civil Service in the non-competitive class. He/She will be required to have successfully completed his/her training and be certified as a Registered Nurse. In addition, he/she must possess and practice the highest standards of discretion, integrity, cooperation, loyalty, consideration and professional competence. Further, he/she must be flexible in his/her performance of tasks as decreed by the job outline, School District policy, state law, and administrative directives. This position requires, as a condition of employment, the incumbent to have his/her own transportation for movement from school building to school building. Reimbursement for car expenses will be paid in the amount set in District Policy.

The Supervising Registered Nurse will be a dedicated and experienced Registered Nurse to oversee the nursing departments across multiple school buildings. This role is critical in ensuring the health and well-being of students by managing the daily operations of the school nursing staff, collecting and submitting state reporting data, and facilitating collaboration and coordination among various school buildings.

Key Responsibilities:

1. Leadership and Supervision:

- Provide leadership and guidance to school nurses across all buildings.
- Oversee the daily operations of nursing departments, ensuring compliance with health regulations and policies.
- Provide necessary training and professional development and/or coordinate with District Administration to ensure professional development is provided to all nurses.
- Maintain records of licensure and updated training of all school nurses.
- Train and be a contact point for RN and LPN substitutes throughout the District.

2. Data Collection and Reporting:

- Ensure the collection, analysis, and maintenance of accurate health records and data for all students at each building location.
- Prepare and submit required state and federal reports in a timely manner.
- Ensure all health documentation complies with state and federal regulations.

3. Collaboration and Coordination:

- Facilitate effective communication and collaboration among nursing staff in different school buildings.
- Coordinate with the District Medical Director, school administrators, teachers, and external health agencies to ensure a cohesive approach to student health and wellness.
- Develop and implement strategies for improving health services across the school system.

- Attend Administrative Cabinet meetings as directed by the Superintendent. Disseminate pertinent information to all nursing staff as needed.

4. Program Development and Implementation:

- Develop, review, and update health policies, procedures, and protocols.
- Implement health programs and initiatives that promote student health and safety.
- Ensure all nursing staff are trained on new policies and procedures.

5. Crisis Management:

- Lead the response to health emergencies and crises, ensuring swift and effective action.
- Serve as a reference and guide to administrators or department supervisors in times of need.
- Provide guidance and support to nursing staff during health emergencies.

6. Community Engagement:

- Foster relationships with parents, community health providers, and local health organizations.
- Participate in community health initiatives and events to promote public health.

Qualifications:

Education:

- Bachelor's degree in Nursing (BSN) required; Master's degree in Nursing or related field preferred.

Licensure/Certification:

- Current Registered Nurse (RN) license in the state.
- CPR and First Aid certification.

Experience:

- Minimum of 5 years of nursing experience, with at least 2 years in a supervisory or leadership role.
- Experience in a school or public health setting is preferred.

Skills:

- Strong leadership and management skills.
- Excellent communication and interpersonal skills.
- Proficiency in data collection and reporting.
- Ability to lead and work collaboratively with diverse groups.

SJCSD is an equal opportunity employer and encourages candidates from all backgrounds to apply.