



## **ADDISON NORTHWEST SCHOOL DISTRICT**

### **Job Description**

**JOB TITLE:**           **Lead School Nurse**  
**FLSA STATUS:**       Exempt  
**UPDATE:**           FY 2022

**POSITION OBJECTIVES:** To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the District schools. The Lead Nurse oversees the ANWSD health service program by providing nursing leadership throughout the school district, ensuring district health care practices comply with the laws relating to student health issues. These activities provide coordination of the clinical aspects of the comprehensive school health program, through collaboration with other members of the health services, and health education team. The Lead Nurse also collaborates with community providers, other community organizations, and coalitions that address the health issues of children and youth. The Lead Nurse will split responsibilities between direct clinical care (0.6 FTE) and management and coordination (0.4 FTE).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Direct Clinical Care (school nurse job description)**

##### **Lead Coordination**

In addition to the direct clinical care/school nurse job description, the lead nurse responsibilities will include but are not limited to:

- Development and implementation of practice policies and protocols in alignment with the Vermont School Health Standards Practice Manual, the American Academy of Pediatrics Bright Futures Guidelines and the Centers for Disease Control requirements for immunization in addressing the clinical services provided and addressing specific health issues such as immunizations, medication administration, services for children with specific health needs, asthma management, and other identified health needs.
- Review and update all standard forms for the school health program
- Assure that school health policies and procedures adhere to federal, state, and current standards of the Nursing Practice Act, and are correctly implemented throughout the school system.
- Assists with orientation, training, and supervision for new health personnel
- Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
- Relay important information to school nurses or administration
- Provide updates on school health issues
- Communicate with the school system administration regarding school health program and practice issues, needs of nurses within the system, state-mandated compliance issues, requirements, etc.

- Implementation and evaluation of the electronic health record and determine other methods for documentation as needed
- Responsible for annual SNAP updates
- Establish a process by which to identify student health needs
- Participate in evaluation of programming through collection and review of data
- Serve as a leader in the school system for communicable disease control
- Provides communicable disease control procedures and advises administration and/or parents regarding school exclusion and remittances.
- Provision of consultation for health educators, physical educators, administrative staff, and teaching staff
- Participation in interdisciplinary teams in the implementation of plans for crises, child abuse, emergencies to ensure an integrated system that addresses the comprehensive health needs of the student populations
- Serves as MAC District Coordinator
- Plans and leads School Nurse Meetings for the District

**SUPERVISION RECEIVED:** Receives direct supervision from the School Principal and program supervision from the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES:** No formal supervisory duties. Provides feedback to administration on the clinical responsibilities and evaluates the clinical performance of the Unlicensed Delegated Personnel.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Possess a minimum of a baccalaureate in nursing from an accredited nursing program (a master's degree in nursing or related field is preferred)
- Have 4 years of clinical experience, which includes community health and/or pediatrics
- Have a minimum of 3 years of experience in school nursing
- Valid license to practice as a Registered Nurse in Vermont Professional Educator's License with a School Nurse endorsement
- Maintain current certificate in cardiopulmonary resuscitation (CPR) and first aid
- Electronic health records, school database, basic word processing, and google skills preferred.
- Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

**PHYSICAL EFFORT AND STRESS:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to effectively handle stressful situations. The employee must occasionally lift or move up to 50 lbs.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is regularly exposed to communicable illness/disease.

---

This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.