
TITLE: SCHOOL NURSE SUPERVISOR

QUALIFICATIONS: Registered nurse licensed to practice in Connecticut
Professional nurse well qualified and competent in the care of children
Must possess the ability and competence to provide clinical supervision of the school health service staff Demonstrate administrative knowledge and skill

REPORTS TO: School Principal, Superintendent

SUPERVISES: School Nurses and School health personnel, Substitute Nurses

PERFORMANCE RESPONSIBILITIES:

Administration - The supervisor administers the school health services program by:

- Planning the school health services program collaboratively with the school medical advisor and cooperatively with school administrators.
- Insure compliance with laws and regulations regarding administration of medication healthcare procedures and school nurse visits.
- Developing policies and procedures for a comprehensive school health services program in collaboration with the school medical advisor and other school personnel.
- Review health office practices/procedures and revise/update as necessary
- Coordinate state reporting for both schools.
- Monitoring, in conjunction with the school medical advisor, the effectiveness of the school health services program, annually and on a regular basis during each school year, and making revisions accordingly.
- Participating in school health activities, such as school health advisory council and other appropriate committees.
- Coordinating the activities of the school health services staff, e.g. Scheduling, assignments, training.
- Determining appropriate staffing patterns and substantiating requests for personnel additions/changes.
- Recruit, interview, hire, train and maintain substitute school nurses.
- Arrange for nursing coverage as necessary.
- Coordinate and manage the school health software program, including reviewing daily reports, troubleshooting issues and making any necessary corrections for both schools, communicating with technology staff and software administrators, Maintaining updates, carrying out end of year processing.

School Health Services - The supervisor implements school health service programs by:

- Providing direction for and supervision of implementation of the school health program.
- Directing the delivery of health services provided by school nurses.
- Developing nursing protocols for assessing and managing students' health care problems in consultation with the school medical advisor.
- Collaborating with the school medical advisor to develop standing orders for medications and special care procedures.
- Establishing procedures for state and district mandated screenings and related medical referrals according to state guidelines.
- Reviewing individual student health records as needed in order to identify student health needs and monitor nursing care.

Consultation and Education - The supervisor provides a consultation and education component for the school health program by:

- Initiating and/or participating in health-related in-service and continuing education programs for school personnel e.g. blood borne pathogens, epi-pen training.
- Providing consultation to the local board of education related to school health/nursing services and current health issues as appropriate.
- Providing consultation to school administrators regarding student and employee health issues as appropriate.
- Interpreting the school health program and policies to parents and the community.

School Environment - The supervisor assists the school administration in providing a healthy school environment by:

- Consulting with Facilities Director, Principal and Superintendent regarding Environmental health/safety issues as appropriate.

Supervision of Personnel - The supervisor oversees school health personnel for provision of a quality school health program by:

- Providing clinical consultation to school health services staff members and collaborating with them in developing, implementing and evaluating school nursing practices.
- Providing supervision of school health services personnel.
- Review and supervision of school health services personnel medical documentation.
- Evaluating the performance of school health services personnel (such evaluation should be written, include the staff member's strengths and weaknesses in job

- performance, and recommend improvements, where indicated)
- Providing opportunities for professional growth and learning for all school health staff members.

Professional Responsibilities - The supervisor brings an advanced level of nursing knowledge and expertise to the school health program by:

- Attending appropriate national, state and local professional development continuing education programs in order to stay abreast of changes in clinical practice.
- Participating in and contributing to professional nursing and school health organizations.
- Collaborating with school nurse supervisors in other school districts on a regular basis
- Performs other tasks and related responsibilities as determined by the building principal or Superintendent.

Terms of employment - Work year and salary to be established by the Board.

Evaluation - This position is subject to the employee evaluation process presently implemented in the Canterbury school district.

BOE Approval: June 12, 2018

Date