



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Coordinator of Nursing
Payroll/Personnel Type:	12 Month
Reports to:	Deputy Superintendent of Student Support Services

Position Summary:

The Coordinator of Nursing assumes a leadership role among the school nurses in strengthening the educational process through the improvement of health services for students and staff. In addition to those duties and responsibilities outlined in the School Nurse position description, the School Nurse Coordinator is responsible for supervising the school nurses and implementing the school health program. The School Nurse Coordinator is responsible for completing the documents and performing the trainings related to the health program implementation that by the dictates local, state, national and DESE guidelines. Additionally, the School Nurse Coordinator provides coordination, development, and data reporting. The Nurse Coordinator will secure and connect with community health leaders.

Essential Functions:

- Serves as a resource for the school nurses and school administrators
- Responsible for the training for employees on OSHA, CPR, First Aid, Medication Administration, glucagon/insulin administration and Medicaid
- Attend state and regional school Nurse Coordinator meetings
- Reviews list of students with various health problems that the school nurses has complied from school records
- Assists in writing and implementing the school health care plan for identified students
- Provides training for school staff members who are assigned to perform medical procedures or who are monitoring a student with health needs such as food allergies, diabetes, and seizure disorders
- Observes the health service area to ensure legal compliance with district, state and national requirements regarding the maintenance and the functional service area including the proper supplies, the storing of medications, and appropriate documentation system
- Provides assistance as necessary in managing local, state and national infectious epidemic/pandemic illness outbreaks (i.e. COVID-19)
- Reviews clinic records to ensure proper documentation including the completion of the correct medication administration and medical procedure forms, physical examination and immunization requirements, and documentation of nursing services administered
- Provides feedback to the principal on the practice of the school nurse and provides input for the principal to consider in conducting the performance evaluation of the school nurse
- Coordinates presentations by various agencies and professionals on pertinent health care topics for members of the school health
- Encourages nursing and health services staff participation in conferences and workshops at the local and state level, addressing a range of school health issues
- Coordinates the collection of data and compiles accurate and complete health reports as required by the school system and state agencies
- Develops, updates, and implements written policies and procedures for the clinical services and programs addressing health issues
- Acts as a liaison and promotes positive collaboration with community providers for a range of services addressing child and adolescent health
- Participates and collaborates with administrators in identification of qualified candidates, screening of applications, interview process, selection and orientation of school nurses as needed



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- Complies with and supports school regulations and policies
- Assumes responsibility for professional growth and keeps skills up-to-date
- Models equity practices in all activities
- Provides other health related duties as assigned

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively lead, work and interact with others
- Possess and maintain current First Aid and CPR certification
- Must be able to work effectively with children of varying developmental stages
- Ability to establish and maintain effective working relationships with others
- Be flexible and adaptable to changing environments
- Ability to create data presentations in various formats (i.e. PowerPoint, Graphs, Pivot Tables)

Experience:

- Minimum of five years' job related experience

Education:

- Master's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date



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Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.