

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

Position Title:	Coordinator of Nursing	
Payroll/Personnel Type:	12 Month	
Job #:	2020	
Reports to:	Deputy Superintendent for Student Support Services	
Shift Length:	8 Hour Day	
Union Eligibility:	Not Eligible	

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.

Essential Functions:

- Develops, maintains and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy and operational policies while maintaining compliance with state and federal laws and regulations
- Communicates and interprets policies and procedures to nursing staff and monitors staff practices and implementation
- Conducts regular nurse staff meetings and assists in planning in-service programs
- Works with the building principal in the evaluation of all nursing personnel
- Acts as a resource for school nurses in all aspects of health services
- Collaborates with school administrators regarding medically, physically, and emotionally fragile students
- Assumes responsibility for training nursing staff
- Prepares budgets
- Participates in hiring, training and scheduling of school nurses
- Participates in the health education curriculum by collaborating with teachers in the Growth and Development classes
- Performs other duties and responsibilities 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
- Ability to communicate well verbally and in writing
- Ability to initiate action and solve problems

Experience:

Minimum of three to five years job related experience

Education:

Master's Degree (required)

Physical Requirements:

• Must be physically able to operate a motor vehicle



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- 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
Human Resources	D	ate	

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.