



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

