

**NURSE SUPERVISOR (SCHOOL DISTRICT)**

**DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, supervising and evaluating nursing care services in the city school district. The incumbent oversees related nursing services including student health screening, emergency treatment and communicable disease control. This position differs from that of the certificated position of School Nurse Teacher in that there is no responsibility for either classroom instruction or pupil guidance involved. Work is performed under the general direction of a physician and/or Superintendent of Schools with wide leeway allowed for the exercise of independent judgment in planning and scheduling the work of nursing staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Plans, develops and implements a district-wide nursing service for students and faculty;

Plans for and assigns Registered Professional Nurses (School) to assist physicians in physical, visual and audio screening examinations for students and employees;

Consults with teachers, staff members and clerical employees concerning a variety of health factors related to non-attendance and communicable disease;

Meets with representatives of other school districts to discuss medical problems related to district students;

Serves as the district's liaison with state, federal, county, city and related health organizations;

Facilitates inservice programs to meet the needs of nursing and other health services personnel;

Meets with school physician or students' personal physicians to discuss a variety of medical problems;

Supervises the work and scheduling of Registered Professional Nurses (School) and clerical assistants concerning a variety of student health factors;

Assists school physicians in medical examination of students and employees;

Assists in the preparation and submission of required district, city and county documentation and reports on mandated student health programs;

Plans for and supervises the transportation of sick or injured students or employees to hospital, home, doctor's or dentist's offices in cases of emergencies;

Assists the district in the recruitment, selection, and supervision of nursing and other health services personnel;

Assists in the preparation and prompt submission of required State Education Department documentation and reports on state-mandated student health programs;

Meets with other supervisors, subordinate workers and superiors to discuss new procedures and problems related to the health of students;

Provides consultative assistance to the district on state, federal, county and city mandated programs and regulatory guidelines to assist the district in fulfilling compliance obligations;

Prepares and maintains a variety of records and reports related to the work.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of current professional nursing techniques and practices;

Good knowledge of auxiliary and support services available to provide for the total health care of students;

Skill in the application of current nursing techniques and in the use of medical equipment used in providing nursing care;

Ability to develop and implement a nursing care plan;

Ability to communicate effectively with school personnel and students;

Ability to understand and follow technical oral and written directions;

Ability to establish and maintain good working relations with students, teachers, parents  
and others;

Ability to plan and supervise the work of subordinate health care staff in the providing  
services to students;

Ability to prepare and maintain records and reports;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Licensure and current registration as a Registered Professional Nurse in New York State and two (2) years of professional nursing experience, one (1) year of which must be in a supervisory capacity.