

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION

Job Title: Student Health Services Coordinator/Registered Nurse **Department:** Safety & Health Department

Grade M
H.P.D. 8
D.P.Y. 210

Job Description**Date Reviewed:** July 2023**Reports To:** Safety and Health Director & Student Health Services Supervisor**Purpose of Job**

The purpose of this job is to improve student outcomes by managing school health services in collaboration with the Student Health Services Supervisor, Safety and Health Director, School Administrators and other CMCSS leadership. The Student Health Services Coordinator will assist the nursing supervisor in recruiting and maintaining a high-quality nursing staff and assist in providing necessary education to the nursing staff and other district employees. They will work with the nursing supervisor to provide policies and procedures that promote student health and safety. They will work with the school nurses, school teams and parents to develop and implement IHPs for medically complex children. They will also assist the Student Health Services Supervisor in the orientation of school nurses, and assist with school staff trainings and students education. The Student Health Services Coordinator will step in during the absence of the Student Health Services Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

COORDINATION AND TRAINING

- Assist Student Health Services Supervisor with nursing annual trainings as requested.
- Assist school coaches with emergency response plans and drills.
- Conduct trainings for volunteer school staff in medication administration, emergency medication administration, diabetes, seizures/Diastat and adrenal insufficiency as requested.
- Educate and assist nursing staff in planning Medical Emergency Response Teams and drills.
- Serves as a preceptor for new nursing personnel.
- Assists licensed practical nurses as needed.
- Provides training and guidance to school nurses based on health related issues.
- Provides training to school staff on medically relevant topics.

INSPECTION AND INVESTIGATION

- Assists Student Health Services Supervisor in completing all clinic audits in a timely fashion and follows up on any deficiencies.
- Assists Student Health Services Supervisor in updating all department forms as necessary.

COORDINATION OF INDIVIDUAL HEALTH PLANS

- Work with school nurses, students and families to ensure IHPs meet the needs of students with chronic medical conditions.
- Organize meetings with parents, school administration, faculty and school nurses for students with severe chronic medical conditions to ensure all health needs are addressed.
- Develop IHPs for CMCSS students with chronic medical conditions according to the TN Department of Education, Coordinated School Health Guidelines.
- Function in accordance within the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.
- Provide preventative health information to school nurses, school staff, students and families.
- Provide nursing assessments and nursing diagnoses and develops Individual Health Plans for students with chronic medical conditions.
- Implement interventions within the IHP directly, through delegation, or through the provision of oversight, and coordination to other responsible staff based on consideration of health, safety and welfare of the student.
- Coordinate in-school health care with the student's health care providers.
- Maintain health records and data according to District policy
- Assist with the preparation of health reports for Board of Education and Tennessee Department of Education as requested

OTHER ESSENTIAL CLINIC DUTIES

- Serves as a resource to school nurses in regards to policy and procedures.
- Assists and floats to clinics across the district to support as needed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed as a Registered Nurse. Bachelor's degree preferred. Combination of training and experience equivalent to or superior to the foregoing requirements. American Heart Association BLS CPR/ First Aid Certified. CPR Instructor status preferred. Tennessee Driver's License

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the Student Health Services Coordinator/Registered Nurse. Has thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer

operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 10 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date