

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

Job Title: Nurse Staffing and Wellness
Screening Coordinator

Department: Safety & Health

Grade	K
H.P.D.	8
D.P.Y	196

Date Reviewed: July 2022

Reports to: Coordinated School Health
Supervisor

Purpose of Job

The purpose of this job is to provide support to the Student Health Services Supervisor in obtaining coverage in clinics when the full-time nurse is absent and the Coordinated School Health Supervisor to coordinate school health screenings, support student health services, and act as a liaison between the school nurses, student health services, and coordinated school health.

Responsibilities

- Monitor daily nurse attendance and obtain coverage for any absences or needs.
- Assist nurses with placing absences in Frontline as needed.
- Work with substitute nurses on scheduling.
- Assist Student Health Services Supervisor with review and interviewing of substitute nurses.
- Floats to schools to provide coverage when substitute nurses are not available, as needed.
- Assist other CMCSS schools in nursing procedures as directed by Student Health Services Supervisor
- Adheres to Universal Precautions in all situations.
- Reviews medical history of students as indicated
- Carries out all ordered medical procedures within the school
- Documents on appropriate clinic forms and electronic medical record
- Adheres to confidentiality concerning privileged information
- Provides necessary Health Education for students, families, and staff
- Completes student injury reports via EMR and follows up with school staff to ensure completion.
- Maintains up-to-date cumulative health records on all students.
- Report to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
- Monitor AED compliance and assist nurses as needed.
- Ensure completion of required screenings to include height, weight, blood pressure, vision, hearing, color deficiency, and PACER.
- Create school wellness screening schedule in coordination with each school and nursing team.
- Provide training on school wellness screening procedures to school nursing staff and new nurses as hired.

- Act as liaison between CMCSS Coordinated School Health and nursing education programs in the Clarksville area and other community partners that may assist with school wellness screenings.
- Provide training on school wellness screenings to all volunteers.
- Organize and coordinate volunteer schedules for wellness screening days.
- Assist staff and volunteers with health screening set-up, organization, and completion of wellness screenings in each school on screening days
- Assess screening equipment function and calibration.
- Assist with ordering, maintenance of equipment, and inventory of screening equipment and supplies.
- Prepare and create marketing materials for communication to parents/guardians regarding student wellness screenings.
- Assist school nurses with medical procedures as needed when nurse is absent.
- Coordinate Well-Child health screenings as needed.
- Provide customer service to stakeholders regarding student wellness screenings.
- Assist and provide support to schools for COVID-19 related questions and contact tracing. Act as liaison between CMCSS and MCHD, as needed.
- Ability to work in GoogleDrive, word, PowerPoint, and excel to complete TN CSH state reports on student wellness screenings. Reports to include the number of students screened and referred for blood pressure, vision and hearing. Ensure necessary follow-ups from providers have been met. Report BMI data for K, 2, 4,6,8,9 to the TN Department of Education Office of CSH.
- Work with IHP Coordinator and Nursing supervisor to assist with Scheduling and training of staff that are required to be certified in CPR.
- Coordinate with Nursing Supervisor and OnSite for Influenza Vaccine Distribution for all CMCSS locations for administration. Order and Prepare supplies needed for distribution.
- Work with Coordinated School Health Supervisor to ensure compliance with district nutrition, health services, physical education policies, and state school health laws.
- Assists nurses with entry of screening data as needed.
- Assist in daily school nurse staffing to help fill priority schools.
- Work with Coordinated School Health Supervisor on creation and implementation of the Coordinated School Health Action Plan.
- Maintain knowledge of state school health laws

Knowledge, Skills, and Abilities

- Adaptable to perform a variety of duties, often changing from one task to another of a different nature without the loss of efficiency or composure
- Enthusiastic
- Initiate a task
- Work independently without supervision
- Organizational skills
- Public speaking skills
- Ability to collaborate effectively with others
- Staff recruitment and management skills
- Computer skills- spreadsheets, Microsoft Publisher, Microsoft Word, Google Documents
- Finance and budget skills
- Ability to communicate effectively both verbally and in writing
- Ability to work with technology programs and equipment

Additional Job Functions

Performs other duties as required and/or requested.

Minimum Training and Experience Required to Perform Essential Job Functions

Licensed Practical Nurse LPN or Registered Nurse RN with five years of experience in school nursing preferred.

KNOWLEDGE OF JOB

Have comprehensive knowledge of the policies, procedures, activities, current laws and regulations concerning Health, Wellness, Nutrition, and Physical Education. Have knowledge of current CMCSS functions and operations. Have the ability to maintain proper perspective of overall program of Health, Wellness, Nutrition, and Physical Education. Have the ability to express ideas clearly, concisely and convincingly. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental 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 make written reports and documents in a concise, clear and effective manner. Have good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and medical equipment such as computers, printers, copier, calculator, telephone, vision screening machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to 100 pounds of force occasionally, and/or in up to 50 pounds of force frequently, and / or up to 20 pounds of force constantly to move objects. Physical demand requirements are at levels of those for heavy work. The worker is required to function around mental patients. The worker is exposed to infectious diseases. Essential physical requirements of the job include: **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:**

Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes given assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Wellness Screening Nurse.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

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

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to communicate with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency.

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).

JOB CONDITIONS: Office, and wide variety of occupational environments – including outdoors. Wide variety of climatic exposures.

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