



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION TITLE: Nursing Supervisor

F.L.S.A Exempt

QUALIFICATIONS:

1. Graduate of an accredited nursing program; Licensed as a Registered Nurse with the state of Missouri and in good standing with the Missouri Board of Nursing; Bachelors of Science in Nursing preferred
2. Minimum of three years nursing experience in community health, pediatrics, emergency care, triage or primary care physician's office preferred
3. Basic Life Support certified; Basic Life Support instructor preferred
4. Excellent communication skills
5. Ability to stand, sit, push, pull, bend, squat, reach repetitiously for periods of time and lift 50 lbs. repeatedly

REPORTS TO: Building Administrator, Director of Student Services, Board of Education

TERMS OF EMPLOYMENT: Student contact days, plus 5 additional days (179 days) 7.5 hrs/day

PERFORMANCE RESPONSIBILITIES:

The Nursing Supervisor provides directions and training to the health room staff, organizes health screenings at all age levels and assures the compliance of state required immunizations district wide.

ESSENTIAL JOB FUNCTIONS:

1. Provide supervision and training to health room staff to assure students' needs are met while following Excelsior Springs School District policy and procedure and state and federal guidelines
2. Function in accordance with the Missouri Board of Nursing, Code of Ethics for Registered Nurses, and the Excelsior Springs School District policies and procedures
3. Complete and file state mandated reports on immunizations and students with special needs



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4. Work with medical director to maintain standing emergency medical orders, assure trauma bags, epi-pens, AEDs and AED pads are stocked and in good working order
5. Develop Individual Health Care Plans and assist in 504 Plans for students on a case by case basis
6. Oversee health room budget, order supplies for district, maintain equipment and assure health rooms have what is required to function properly
7. Assure health, vision, hearing and dental screenings are scheduled, completed and charted throughout district. Assure parents are informed of abnormal findings
8. Follow procedures for suspected cases of child abuse and neglect
9. Maintain health room equipment
10. Maintain a high level of confidentiality regarding students' health records

OTHER JOB FUNCTIONS:

1. Organize Basic Life Support training for staff and students
2. Assist Principals in staff evaluations
3. Monitor state required immunizations throughout the year
4. Manage SNAP software design forms, editing and creating forms as needed
5. Liaison between Healthcare providers and students families