

Hobbs Municipal Schools Job Description

Position: Nursing Coordinator

Supervisor: Assistant Superintendents for Instruction

General Job Description: To perform appropriate actions and to direct and administer the district school health program and services for all students.

Qualifications:

1. Valid New Mexico School Nurse licensure by the Public Education Department.
2. Valid New Mexico RN license.
3. Bachelor's degree or higher in Nursing.
4. Awareness of the laws, regulations and policies relating to public and school health in New Mexico.
5. A minimum of 3 years experience in public school nursing.
6. A minimum of 2 years in administrative or supervisory role.
7. Valid driver's license

Essential Duties and Responsibilities:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program, and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Comply with all School Board policies and administrative regulations.
7. Work cooperatively with colleagues, supervisors, and administrators.
8. Collaborate with educational staff and others to provide leadership in the establishment and management of a coordinated school health program consistent with New Mexico guidelines, regulations and statutes governing nursing and school health, as well as local school board policy by:
 1. Giving leadership and guidance in development of total health program.
 2. Participating in the formulation and implementation of policies, standards and objectives of a school health program.
 3. Serving as a consultant to the administration, parents and teachers in regard to health procedures and policies.
 4. Preparing and implementing all areas of the budget for nursing related supplies and equipment.
9. Provide leadership in the planning and implementation of health care in collaboration with educational staff, families and students by:
 1. Employing, orienting and assigning qualified personnel to implement the school health program as appropriate.
 2. Implementing communication systems which promote participatory management.
 3. Developing and implementing written policies and procedures for the clinical services and programs addressing healthy issues such as immunizations, medication administration, and services for children with special health care needs.
 4. Providing clinical consultation to administrators and teaching staff.
 5. Carrying out communicable disease prevention and infection control based on current guidelines for universal precautions, prevention of bloodborne pathogens exposure and hazardous medical waste disposal.

10. Plan, implement, and evaluate school nursing programs with staff participation including emergency first aid programs for students and employees.
11. Participate in the formulation and interpretation of policies pertaining to school health.
12. Collaborate with other school health services (city, county, and state agencies) in assessing, planning, implementing and evaluating programs and the school health activities in order to maximize and coordinate services and prevent duplication by:
 1. Implementing an ongoing Professional Development Plan for all staff.
 2. Encouraging staff to participate in pertinent conferences and workshops addressing a range of school health issues.
 3. Provide ongoing formal and informal feedback to staff about their progress in achieving goals of the program and encouraging their continued educational and professional development.
13. Perform the personnel functions of selecting, orientation, training, assignment, evaluation, and staff development of school nurses.
14. Participate in planning health service units for new or remodeled facilities.
15. Maintain liaison and cooperate with individuals, and community agencies that provide health related or supportive services contributory to school health.
16. Participate with other members of the community in assessing, planning, and implementing and evaluating school health services and community health services by:
 1. Compiling statistical reports as required by the school system and state agencies.
 2. Evaluating and making recommendations with regard to changing trends in health service staffing.
 3. Evaluating and making recommendations with regard to changing trends in health needs and program outcomes to determine need for revision of goals and objectives.
17. Maintain current manual for school nurses with staff participation.
18. Arrange for ordering, care, and distribution of supplies and equipment for nursing service units.
19. Assemble, date, and prepare reports of the school health activities for distribution to the Assistant Superintendents for Instruction, Superintendent, State and Local Health Departments, and the Public Education Department.
20. Assist and help prepare the department budget and administer the allocated funds.
21. Keep abreast of trends, developments, and research as they pertain to school health.
22. Participate in appropriate meeting and trainings.
23. Serve as consultant to management on health related employee programs and to departments within the school system.
24. Coordinate health services with Special Education programs, Student Support Services, and other departments or groups providing ancillary services to students.
25. Formulate school health policies and procedures for approval by the Assistant Superintendents for Instruction, the Superintendent and the School Board.
26. Maintain all components of the "Vaccines for Children" program.
27. Coordinate the employee vaccination program.
28. Provide Bloodborne Pathogens Standard Training.
29. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Additional Duties and Responsibilities:

1. Drive from building to building.
2. Remain on call to all school sites during the school day.

Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. School nurses are required at times to use very limited work areas. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated, well organized, and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside duties. Must

be able to work with people in high stress situations and make critical , independent judgments under high stress and in life-threatening situations.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing stairs, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

Bloodborne Pathogens Standard Training
Knowledge of safety, communicable and contagious disease.
First aid and CPR training.
Knowledge of universal hygiene precautions.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including laptop computers, cellular phones, vision and hearing equipment, and other equipment as needed for emergency response.

Terms of Employment:

Salary and work year to be established by the Board.