

Supervising School Nurse Tompkins County

Department: Various School Districts Throughout Tompkins County

Classification: Competitive

Approved: BOCES Board Action

By: AG, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited and New York State Education Department approved nursing program or school which would qualify an individual to become licensed to serve as a Registered Professional Nurse in New York State **AND** two years of experience as a School Nurse **OR**

(b) Graduation from a regionally accredited and New York State Education Department approved nursing program or school which would qualify an individual to become licensed to serve as a Registered Professional Nurse in New York State **AND** five years of experience as a Registered Professional Nurse elsewhere.

(c) Any combination of education, training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State license and current registration to practice as a Registered Professional Nurse in New York State at the time of application and maintain such license and registration for the duration of employment.

NOTE: You must submit your license and registration along with your application in order to be considered. Given that this is a "Training and Experience" examination, you may get extra credit and a higher score for continuing education or education above the minimum.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional nursing leadership position responsible for managing the health services programs within a school district. The scope of the position is district-wide, and includes both the direct supervision and management of school nursing staff and licensed practical nurses (LPNs), as well as instructional leadership to Principals and Administrators regarding the provision of health services within their buildings and departments. The employee is responsible for ensuring implementation of updated New York State health service delivery mandates. This position differs from the certified position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of the Assigned Supervisor and the Program Director, with a high level of autonomy granted and substantial latitude given for the exercise of independent judgment and discretion. Supervision is exercised over the work of all health services staff. Guidance and mentoring is provided to principals and other administrative staff on health related topics and programs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises School Nurses and School LPNs and assists them with any problems that may arise;
- Assists the School Physician in physical, visual and auditory screening examinations of students and employees;
- Administers first aid and emergency treatment to students and employees;
- Prepares and maintains health records for school authorities;
- Leads and assists at school immunization clinics;
- Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency.
- Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;
- Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
- Prepares records and reports as required;

- Guides and collaborates in the instructional leadership and mentoring of building principals and directors with respect to the supervision and delivery of health services in their buildings and departments;
- Guides and maintains the most updated information related to health and wellness by facilitating nurse's staff meetings and offering opportunities for continuing education, professional development and mentoring for school nurses, other district staff and students;
- Monitors compliance and completion of health related documentation, including Medicaid billing and annual reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;
- Ability to manage and supervise nursing staff;
- Working knowledge of materia-medica, dietetics, sanitation and personal hygiene;
- Skill in the application of nursing techniques and practices;
- Ability to understand and follow technical, oral and written instructions;
- Ability to keep records and make reports;
- Ability to get along well with students, teachers, parents and others;
- Ability to carry out successfully the measures prescribed;
- Ability to plan and supervise the work of sub-professional and non-technical personnel;
- Good observation skills;
- Mental alertness;
- Firmness;
- Initiative;
- Cheerfulness;
- Patience;
- Emotional stability;
- Sympathetic attitude toward the sick;
- Good moral character;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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