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|  | **JOB TITLE** | DIRECTOR OF NURSING SERVICES |
| **REPORTS TO** | DIRECTOR OF COMMUNITY HEALTH & ENGAGEMENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL III + LEADERSHIP STIPEND |
| **CONTRACTED DAYS AND/OR HOURS** | 194 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7271 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Hold a valid license to practice as a registered nurse, issued under KRS 314.041 by the Kentucky Board of Nursing, and three (3) years of registered school nursing practice. A minimum of a Bachelor’s Degree in Nursing is preferred. |
| Have experience working with the Kentucky Student Information System student health tools and data standards. |
| Certified as a trainer in first aid and CPR administration. |
| Valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Perform specialized nursing services within scope of practice relating to student health in a school setting. |
| Oversee the administration of school health services according to established policies and procedures. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Oversee school nursing program and implementation, as well as develop methods to evaluate the contribution of nursing services in a school setting. |
| Oversee a variety of health screenings including but not limited to vision, hearing, dental and substance use. Arrange for staff and volunteer training in performing screenings and follow up plans for findings. |
| Assist in the formulation of the district health and wellness plan; serves as District Health Coordinator. |
| Organize and assist in health education of community, school staff and students. |
| Maintain current standards of nursing and adheres to the appropriate code of ethics. |
| Evaluate school nurses. |
| Arrange for the instruction of school personnel to give emergency care including but not limited to medication delegation and training, documentation, action plans which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc, first aid and CPR administration. |
| Communicate and coordinate activities of the Health Department with other services in the school district. |
| Supervise the reporting of any known or suspected communicable disease cases to the local health department. |
| Participate in formulating policies for the care of students who become ill, are injured at school, and/or need follow up from health screenings. |
| Maintain and implement accurate student medical records including but not limited to physical examinations and immunizations as required by law, as well as flu shots. |
| Prepare and send informational sheets, notices and consent forms to parents/guardians of pending expiration of required immunizations per Board of Education regulation. |
| Compile data and prepare and verify reports. |
| Liaison with other providers when necessary to ensure accuracy of immunization records. |
| Contacts families/guardians as needed (e.g. to notify of student illness/injuries). |
| Demonstrate punctuality and regular attendance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of policies, statutes, and regulations related to school health programs. |
| Knowledge of vision, hearing, dental, substance abuse, and other screening techniques. |
| Knowledge of state nursing policies, statutes and regulations. |
| Effective verbal and written communication skills. |
| Interpersonal skills: patience, courtesy, and CARE. |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Sitting or standing for extended periods of time. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |