

## **EXEMPLARY DUTIES/RESPONSIBILITIES**

Is responsible for ensuring that health and nursing services provided to WCSD students are delivered according to state and federal mandates as well as nationally recognized best practice standards of care. Exercises vision and provides leadership that involves staff, parents, students, and the community in the identification and accomplishment of the Student Health Services Department's mission; applies effective human relations skills; encourages and develops the leadership of others; analyzes relevant information, makes decisions, delegates responsibility, and provides appropriate support and follow-up. Identifies and coordinates the use of available human capital, materials, and financial resources to achieve the department's mission and goals; bonds the Student Health Services Department with the educational community through shared values and beliefs; initiates and manages constructive change; advances the profession through participation as a member of local, state, and national professional groups.

Articulates beliefs persuasively; effectively defends decisions; explains innovations; and behaves in ways that are congruent with these beliefs and decisions. Demonstrates skills in verbal and nonverbal communication, including impact of professional image, to communicate a positive image of the Student Health Services Department. Exemplifies the behavior expected of others; keeps communication flowing to and from the department; involves staff, parents, students and the community in setting department goals; identifies--in collaboration with staff, parents and students--the department's decision-making procedures; demonstrates an exceptional ability to work with members of diverse cultures, backgrounds and/or abilities and applies the process of consensus building both as a leader and as a member of the group.

Demonstrates superior knowledge of current nursing theory; clinical modalities; medical technology; best practice standards, health promotion and their relationship to school nursing and educational laws and academic program goals and objectives; Assists school nurses to understand and implement department procedures that are aligned with the Nevada Nurse Practice Act, NRS/NAC 632, NRS 392, and other applicable state laws and regulations through an organized and cohesive system of mentoring and orientation. Encourages students and staff to participate in practices that promote the optimal health and wellness of students and that enhance each student's academic achievement.

Provides supervision and guidance to the department's Assistant Director in

his/her duties including: the annual statistical analysis of health acuity at each school site; yearly recommendations to district officials regarding clinic aides' contract hours; ongoing assessment of the quality of health office operations district-wide; and for assigning and ensuring the appropriate level of nursing services are effectively implemented in all WCSD schools.

Provides guidance as needed to the Assistant Director in the evaluation of CPN's; recruitment and hiring of clinical aides at all WCSD school sites; and in ensuring that nursing services provided by CPN's and clinical aides are consistent with the department's standards.

Collaborates and builds a close working relationship with the Washoe County Health District to partner with in the identification of any communicable disease within the Washoe County School District and the determining of the proper actions to take to prevent the spread of such disease.

Oversees or delegates supervision of department programs, including but not limited to: CPR/AED training program; school nurse, CPN, and clinical aide orientation and skills training; tracking and compliance with state laws regarding undesignated EpiPens in all WCSD schools, state reports on student immunization compliance; health screening; and state-mandated charter school health and safety audits.

Conducts ongoing reviews and analysis of the acuity and health needs of district populations; school geographical locales; and staff competencies in order to assign school nursing staff. Uses a variety of techniques and strategies to develop department procedures and assess their effectiveness relative to student health objectives. Demonstrates proficiency with data management systems and possesses the ability to analyze student health data. Uses collaborative strategic planning to help identify and accomplish the department's mission, goals and objectives.

Advertises, solicits, interviews, screens and recommends school nurses for hire; assigns, and supervises school nurses in their duties and responsibilities; utilizes the district's evaluation system, including goal-setting conferences and school site observations. Conduct certified school nurse evaluations and encourages school nurses to set high professional goals; offers encouragement and support in the achievement of those goals. Delegates specific certified evaluations to the department's Assistant Director as appropriate.

Involves school nurses in designing staff development programs that match the goals of the department with the needs of the participants and promote the academic mission of the WCSD; encourages staff participation in professional development activities; engages in continuing personal and professional development.

Collaborates with and provides consultation to district officials, school administrators, and school nurses regarding student health policies and practices that align with both educational and student health objectives. Attends and participates in IEP and 504 meetings at school sites as needed for students requiring input from nursing administration. Develops and provides for the implementation of health programs to schools; develops department-level policies, protocols and procedures to meet health and safety needs of students and school personnel; advises, explains, interprets, notifies, and enforces health protocols and procedures. Acts as liaison between the district and health-related professionals and community agencies, including situations involving communicable disease outbreaks in WCSD schools.

Applies understanding of the school district budget and its specific implications for the Student Health Services Department; sets the department's budget priorities, based upon the mission and strategic plan of the district.

Is aware of and subject to appropriate laws of the State of Nevada, including the Nevada Nurse Practice Act, the IDEA, Section 504, and the regulations of the district and the Nevada Department of Education.

#### **EMPLOYMENT STANDARDS**

Education/Experience: Any combination equivalent to education and experience that could likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills would be:

A Master's Degree in education, nursing, or a related field from an accredited college or university and an \*Administrative Credential for a Special Program from the Nevada State Department of Education.

*\*Should the selected candidate not possess an Administrative Credential for a Special Program from the Nevada Department of Education at the time of selection, that person will have the opportunity to obtain the credential within*

*three years of date of hire. Washoe County School District's Licensing Technicians will be able to guide the candidate towards the fastest route in obtaining the credential.*

Preferred: Four years of professional school nursing experience, including three years of supervisory experience in an area of nursing.

Knowledge of: Principles and practices of nursing and educational administration, including department finances, health delivery methods and techniques, evaluations, and program development, applicable federal, state and local laws, regulations, ordinances and policies; an understanding of the health and development of school-aged students and the social and individual challenges inherent within that age group; human resources development; school law; conflict resolution; public relations; principles of effective management, staff supervision and administration.

Skill at: Planning, organizing, assigning and coordinating the activities of a professional and support staff; presenting ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising and evaluating subordinates; dealing effectively with people within the community; team building; establishing and maintaining effective working relationships with those contacted in the course of work; working with people, staff supervision and administration; Basic management principles and practices; staffing; budgeting; community resources including local health care system; principles of nursing supervision, principles of public health practice. Superior knowledge of the nursing process relative to pediatrics; community/public health; and medical-surgical methods.

Licenses/Certificates: Possession of a current Registered Nursing License issued by the Nevada State Board of Nursing and current Administration License as Program Administrator for Educational Personnel from the Nevada Department of Education.

Physical Demands: The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work.