
Position:	Assistant Director, Nursing Services	FLSA:	Exempt
Department/Site:	Nursing Services	Salary Grade:	
Reports to/Evaluated by:	Director of Nursing Services	Salary Schedule:	Admin. Mgmt.

SUMMARY

To administer with maximum efficiency and economy the operation of Nursing Services to ensure that each child obtains maximum benefit from the educational programs.

DISTINGUISHING CHARACTERISTICS

Assists in the development, supervision, and coordination of the Nursing Services Department in the District. Reports directly to the Director of Nursing Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and implements communicable disease control in the schools, including monitoring, surveillance and participating in disease prevention outbreak management within the schools,
- Participates in development of each school site's emergency health and crisis plan and implements a system for the identification of students with medical or developmental needs.
- Coordinates and schedule State mandated screenings district wide.
- Compiles and submits reports to the county and/or state for mandated services including Preschool, Kindergarten and 7th grade immunizations; Child Health and Disability Program; Hearing and Oral screenings.
- Researches, submits and monitors Grants to increase Nursing Services revenues to support Child Development improvement process.
- Directs, coordinates, trains, and provides direct support to the Special Education nursing teams.
- Supervises the management of school-based health center(s); EpiPen4Schools program; site AED training; site Narcan training; and the annual staff and site staff training. Participates in monthly meetings with the contracted supervising physician.
- Conducts monthly nursing staff meetings and annual staff development to stimulate the development of a current, productive, and supportive nursing staff.
- Serves as the Nursing Services Department webmaster. Updates department resources and health office communication avenues relative to school nursing. Collaborates with Technology to keep student health documentation relevant and secure.
- Adheres to the school health policies and procedures as mandated by the Nurse Practice Act,

CA Education Code, School Health, state and district policies and procedures while training, mentoring, supervising, and evaluating the different positions on the Nursing Services team.

- Serves as a health care consultant for school personnel, students and their parents and provides professional leadership to administrators and school staff.
- Assists in the administration of the Nursing Services Department budget. Understands the impact and requirements of the LEA Medi-Cal programs.
- Collaborates with various educational institutions for the recruitment of both school nurses and LVNs. Serves on advisory boards for community nursing programs. Supports staff to be nursing preceptors.
- Performs other duties and assumes such other responsibilities as assigned by the Director of Nursing Services.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of Federal, State and local laws, policies and regulations pertaining to school healthcare. Must have a thorough knowledge of school nursing practices according to the Nurse Practice Act for Standardized Care. Must have leadership qualities and potential through participation in a supervisory position. Requires knowledge of organizational principles and practices. Must possess a working knowledge of the school nurse position and understanding of the nurse practitioner role.

Abilities: Requires ability to supervise and evaluate the work of nursing and healthcare personnel. Must be able to speak and write effectively and communicate clearly both in person and over the phone. Position requires the ability to establish and maintain effective relationships with staff, students, parents, and the public contracted in performance of duties.

Physical Abilities: Requires good arm, hand, and finger dexterity in order to operate keyboard, examination equipment and other office and medical equipment. Requires visual acuity to read words and numbers.

Education and Experience: Bachelor's Degree in Nursing or health-related field; supplemented by five (5) years full-time school nursing experience, preferably in all grade levels. Credential Requirements: California School Nursing Credential. School Audiometric Certificate. Valid California Driver's License. Current CPR and First Aid certification. Master's Degree desirable.

Licenses and Certificates: Must hold a California RN license; CA School Nursing Services Credential issued by the Commission on Teacher Credentialing; and School Audiometric Certificate. Public Health Nurse certification desirable. Requires a valid California Driver's License and current CPR and First Aid certification. Administrative Credential preferred.