

SCHOOL NURSE COORDINATOR

Code No. 4-08-281

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative nursing position responsible for coordinating and implementing nursing programs, policies, and procedures relating to student health services in a school district. This position is further responsible for devising standardization systems, and training staff. The employee reports directly to and works under the general supervision of a higher-level administrator. General supervision is exercised over a professional and paraprofessional nursing staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Implements programs, policies, and procedures for the nursing staff and for the schools;

Ensures nursing standards of the school district are in compliance with New York State Health and Education Departments;

Coordinates and arranges orientation for nursing staff, along with contract and substitute staff;

Assists administration in development of nursing services policies and procedures;

Serves as liaison with district administrators;

Attends various meetings, committees, and educational programs relative to nursing services;

Provides assistance to the school nurses as needed to facilitate the care for students and the conducting of annual screening;

Serves on task forces and other committees for the implementation of improvement of health services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of school nursing theory and practice; good knowledge of modern practices and principles of school health administration; good knowledge of current standards of nursing services; good knowledge of New York State Health & Education Department nursing standards; good knowledge of regulations concerning the assigned area of responsibility; ability to implement programs, policies, and procedures; ability to supervise and evaluate the work of a professional nursing staff; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective professional relationships; responsibility; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, plus four (4) years of paid full-time or its part-time equivalent experience as a Registered Nurse in a school or public health field; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus six (6) years of paid full-time or its part-time equivalent experience as a Registered Nurse in a school or public health field; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Possession of a New York State License as a Registered Professional Nurse.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 9, 2002