

# Job Opening Announcement & Job Description



<b>SCHOOL NURSE TEAM LEADER</b>	
<b>Supervisor:</b> Nursing Corps Director	<b>Division:</b> Student Success and Learning <b>Location/Assignment:</b> North Central ESD Serving districts in Grant and Douglas Counties.
<b>Salary Range:</b> \$73,205.00 - \$84,895.00 (Level 1) \$77,402.00 - \$89,762.00 (Level 2) <i>Salary placement dependent on education and experience - (based on a 191-day contract schedule)</i>	<b>Conditions of work:</b> 191 days per year/8 hours per day (year-round position) <i>exempt position</i>

<b>GENERAL DESCRIPTION:</b>
<p>This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the School Nurse Team Leader for 29 School Districts within our ESD region. The School Nurse Team Leader position assists NCESD School Nurse Corps Administration in the planning, managing, and evaluating of school health services in participating school districts, ensuring school districts' health care practices comply with the laws relating to student health, ensuring appropriate care for students, and identifying health problems for referral and follow-up treatment. This position is based in Wenatchee, Washington.</p>
<p><b>Qualifications:</b></p> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Valid Washington State Registered Nurse License</li> <li>• Recent job related experience within nursing</li> <li>• Bachelor's degree in nursing</li> <li>• Valid First Aid/CPR/ AED Certificate (or willing to obtain)</li> <li>• Valid Driver's License and Insurance</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Washington State ESA Certification (School Nurse endorsement)</li> <li>• Pediatric, school nursing, public health, and nursing management experience</li> <li>• Master's degree in nursing</li> </ul> <p><b>Skills, Knowledge, and/or Abilities:</b></p> <ul style="list-style-type: none"> <li>• Adhering to safety practices, administering first aid and CPR, operating standard office equipment using pertinent software applications, and preparing and maintaining accurate records.</li> <li>• Ability to use and maintain a variety of nursing assessment tools, including but not limited to: stethoscope, sphygmomanometer, pulse oximeter, glucometer, otoscope, vision and hearing screening tools, thermometer, etc.</li> <li>• Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations, and laws, health standards and hazards, safety practices and procedures, stages of child development and school nursing scope and standards and frameworks.</li> <li>• Problem solving with data frequently requires independent interpretation of guidelines, and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining effective relationships, especially with school age children, displaying tact and courtesy, adapting to changing work priorities, communicating with diverse groups, and maintaining confidentiality.</li> <li>• Ability to work independently under broad organizational guidelines to achieve objectives.</li> <li>• Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.</li> <li>• Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.</li> <li>• Demonstrated excellent verbal and written communication skills.</li> <li>• Exceptionally high commitment to task accomplishment and flexibility in working hours and days.</li> </ul>

**Timeline:**

Position opens: November 16, 2021  
Position opened until filled with first screen  
after 12 pm on November 30, 2021  
Screening & Interviews: As soon as possible  
Position begins: As soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

*Due to Governor Inslee's proclamation 21-14.1, dated August 20, 2021, all NCESD employees are required to provide proof of COVID-19 vaccination or provide supporting documentation for a valid health or religious exemption. New hires will need to provide such documentation on or before their first day of work.*

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Assists program director in evaluating school health services for the purpose of ensuring NCESD School Nurse Corps (SNC) objectives are achieved in a timely, efficient manner in participating districts.
- Assists program director in providing extensive school health services consultation and technical assistance to school nurses, administrators and families.
- Responds to requests to provide technical assistance in districts for issues involving conflicts in policies and statutes, community concerns, and school district or parental requests to identify relevant issues and make recommendations for a plan of action that may resolve the concern.
- Assists districts, as requested, in their hiring process of recruiting, interviewing, orienting and mentoring school nurses and school health aides.
- Serves as a liaison to districts for the purpose of informing districts of policies, procedures, laws, and regulations related to health services.
- Consults with district staff and public health professionals to address communicable disease control, immunization monitoring, and mandated health screening to assist in the development of plans for services and making recommendations
- Assists program director in facilitating regional school nurse meetings to review new RCW/WACs, Office of Superintendent of Public Instruction (OSPI), and WA State Department of Health (DOH) guidance that impacts practice standards for healthcare provided in schools.
- Assists the program director in coordinating and designing continuing education opportunities available to all school nurses and other school health services staff in districts across the region.
- Orients, mentors, and trains new school nurses for the purpose of developing a "best practice" concept for school health services.
- Provides site visits to districts that receive SNC funding to ensure program directives are met and to provide school nurse practice guidance for school nurses and administrators.
- Assists district school nurses in developing Individual Health Plans and Emergency Care Plans for students for the purpose of ensuring student health, safety, and compliance with established requirements and promoting family involvement.
- Assists districts to develop programs, policies, and procedures (e.g. health, safety, etc.) for the purpose of ensuring quality control measures for all health-related services.
- Assists school nurses as requested with the training of medication and other nursing procedures for the purpose of ensuring that non-licensed staff deliver services in conformance with state and federal regulations.
- Prepares a variety of written materials (e.g. site visit reports, documentation reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Assists school districts in the coordination and implementation of health screenings for the purpose of ensuring services are delivered in conformance with established guidelines.
- Provides services as directed under Fee-For-Service contracts with participating districts.
- Provides direct services to assigned school districts (e.g. health assessments, communication, treatments, hearing and vision screenings, etc.) for the purpose of ensuring health services are delivered in conformance with state and federal regulations.
- Participates, as time and resources permit, as a member of the multidisciplinary assessment team for the purpose of assessing student health status and making appropriate recommendations for individualized education programs.
- Provides, as time and resources permit, health counseling and crisis intervention to students for the purpose of providing services and referral as needed.

**Professional Growth and Responsibilities:**

Meets or exceeds performance expectations in the following areas:

- Competence
- Quality and Quantity of work
- Attitude
- Flexibility, Innovation and Initiative
- Cooperation with Supervisor/Director and peers
- Demonstrates & Supports Agency Values
  - Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures and administrative directives; demonstrates loyalty to the NCESD and other administrators.
  - Supports and follows the policies and procedures of the agencies served.
  - Submits records, reports and assignments promptly and efficiently.
  - Deals with obstacles and constraints positively.
  - Demonstrates ability to adjust to and use new approaches in the performance of her/his duties.
  - Seeks and takes advantage of opportunities for professional growth.
- Demonstrates open, clear communication; a positive, caring attitude; and the ability to work with students, staff and parents.
- Assists in upholding and enforcing school rules, administrative regulations, and board policies and procedures.
- Maintains dress and appearance appropriate to a professional office setting.
- Works cooperatively with NCESD and school district staff to coordinate services and solutions for the assigned district.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

**Physical Demands**

- Duties are typically performed in an office setting and in the school setting, which may include a health room, classroom, gym, cafeteria, auditorium and/or recreational areas.
- Job performance requires regular standing, walking, and sitting.
- Lifts and carries a maximum of 40 pounds.
- Frequent travel within the ESD 171 region, including some overnight travel.
- Sitting for extended periods of time may be required.
- Adequate manual and finger dexterity, hearing, speech and vision are necessary to perform the essential functions of this position.

**Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

**All completed packets must be submitted on-line and include:**

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)