

# Job Opening Announcement & Job Description



## SCHOOL NURSE TEAM LEADER Grant and Douglas Counties

<b>Supervisor:</b> Nursing Corps Director	<b>Division:</b> Student Success and Learning <b>Location/Assignment:</b> North Central ESD serving SNC 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) <b>Exempt position</b>

### GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff and students in the NCESD service area. The School Nurse Corps (SNC) Team Leader assists NCESD School Nurse Corps Administration in direct student health services and the planning, management, and evaluation of school health services in participating SNC school districts. The Team Leader assesses school districts' health care practices, focusing on compliance with the laws and regulations relating to school health service delivery, and the delivery of appropriate, evidence-based care for students. The Team Leader identifies student health or health services problems for potential referral and follow-up. The Team Leader identifies professional school nurse growth opportunities and supports attainment through orientation, training and mentoring.

### Qualifications:

#### Required:

- Valid and unencumbered Washington State Registered Nurse license
- Recent school nursing experience
- Bachelor's degree in nursing
- Valid First Aid/CPR/ AED Certificate (or willing to obtain)
- Valid Driver's license and willingness to travel

#### Preferred:

- Washington State ESA Certification (School Nurse endorsement)
- Pediatric, school nursing, public health, and nursing management experience
- Master's degree in nursing

### Skills, Knowledge, and/or Abilities:

- Adhering to safety practices and laws related to first aid and resuscitation, including administering first aid, CPR, defibrillation, and/or emergency medication administration as appropriate.
- Ability to use and maintain health office equipment, including but not limited to: stethoscope, sphygmomanometer, pulse oximeter, glucometer, otoscope, vision and hearing screening tools, thermometer, etc.
- Ability to operate standard office equipment and pertinent software applications.
- Specific knowledge required to satisfactorily perform the functions of the job including: pertinent codes, policies, regulations, and laws, health standards and hazards, safety practices and procedures, stages of child growth and development, and school nursing scope and standards and frameworks.
- Ability to independently interpret evidence-based guidelines and to problem solve with data.
- Ability to work independently under broad organizational guidelines to achieve objectives.
- Ability to set priorities, meet deadlines and schedules, deal with frequent interruptions, and work as part of a team.
- Demonstrates strong interpersonal skills. Establishes and maintains effective relationships, especially with school age children, displays tact and courtesy, adapts to changing work priorities, communicates with diverse groups, and maintains confidentiality per policies and standards.
- Demonstrates excellent verbal and written communication skills.
- Prepares and maintains accurate records and reports, maintains multiple databases.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

**Timeline:**

Position opens: June 21, 2022

Position opened until filled with first screen  
after 12 pm on July 5, 2022

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 to ensure NCESD School Nurse Corps (SNC) objectives are achieved in a timely, efficient manner.
- 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 onboarding processes 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 professional development opportunities for 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.
- Conducts SNC school district site visits for the purpose of ensuring that program directives are met and to provide school nurse best 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., wellness, health and safety) for the purpose of ensuring quality control measures for all health-related services.
- Assists school nurses, as requested, in developing staff training plans (e.g, UAP medication administration) and training efforts for the purpose of ensuring conformance with state and federal regulations and student safety.
- 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.
- Provides, as time and resources permit, school nurse case management activities.

**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 rules, administrative regulations, and 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.
- Maintains dress and appearance appropriate to a professional office or school district setting.
- Works cooperatively with NCESD and school district staff to coordinate services and solutions for assigned districts.
- 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, particularly to assigned districts, 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](#)