

**CICERO PUBLIC SCHOOLS
DISTRICT 99**

TITLE: School Health Services Supervisor

QUALIFICATIONS:

- Type 73-School Nurse with Administrative Certification preferred
- BSN or Registered Nurse with a bachelor's degree in a related discipline
- Minimum 3 years experience in a school setting
- 3-5 years medical supervision experience
- Spanish speaking preferred

REPORTS TO: Director of Special Education

JOB GOAL:

The purpose of this job is to provide develop and implement optimum health care programs and services to students within the school setting. The primary function of the job is to supervise, schedule, implement, and evaluate all school health care services and related activities for students within the parameters of the school setting.

PERFORMANCE RESPONSIBILITIES:

- Acts as the first line supervisor for the nursing staff, including hiring, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with the department's objectives.
- Ensures that personnel are trained and knowledgeable of all policies and procedures and advises personnel of changes. Conducts state mandated trainings and other pertinent trainings with staff as needed.
- Assigns and directs building nurses to completion of record keeping and state reporting.
- Coordinates with community agencies to assist with obtaining services for students and families.
- Assists the Director of Special Education in developing, revising, and evaluating goals and budget of the department.
- Reviews records of immunizations, health findings, and other relevant health data; assists and instructs staff with completing paperwork and reports accurately and completely.
- Approves, completes, and submits all state level reports.
- Participates in/on a variety of meetings, committee, and other related groups in order to receive and convey information.
- Works with the Director of Special Education to ensure compliance with federal and state policies and mandates.
- Provides back-up assistance to building nurses when necessary.
- Substitutes weekly when nurses are absent.
- Screens and conducts health appraisals for students and staff.
- Recommends corrective actions where problems are identified.
- Corresponds with parents on health needs of children.
- Serves as a resource person on health issues and makes recommendations for policy and procedures as appropriate.

- Develops procedures and provides for emergency nursing management for injuries/illnesses.
- Provides consultation for the formation of health policies, goals and objectives for the school district.
- Participates in the Eligibility Determination, Section #504 and IEP development for student with disabilities when appropriate.
- Counsels with students concerning issues related to pubescent growth and development in order to facilitate responsible decision-making and practices.
- Coordinates and monitors summer school programs and extended school year health services for students.
- Other duties as assigned.

WORK SCHEDULE: **12 Months**

WORK HOURS: 7:30 A.M. to 4:00 P.M. with flexible on call hours