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NASSAU COUNTY

**Title : REGISTERED PROFESSIONAL
NURSE SUPERVISOR (SCHOOL)
(PART-TIME)**

**SCHOOL DISTRICTS
CLASS SPECIFICATION**

Code: 220025 MBF

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Non-Competitive

GENERAL STATEMENT OF DUTIES

Organizes, administers, and directs the nursing services in a school district; performs related duties as required.

COMPLEXITY OF DUTIES

Under administrative supervision, this position requires the use of independent judgment in providing for the uniform interpretation of health policies and procedures within a school district.

TYPICAL DUTIES

1. Confers with nursing staff to coordinate health services within the school district.
2. Maintains communication between nursing staff, administration, and the community regarding health related policies.
3. Assigns nursing personnel and secures substitute help to maintain district-wide nursing coverage.
4. Provides orientation of new nursing personnel.
5. Observes performance of nursing staff and prepares evaluations.
6. Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles and practices involved in school nursing services and administration.
2. Ability to plan, organize, and implement school nursing services to effectively meet the needs of the district.
3. Ability to establish and maintain effective working relationships with others.
4. Ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Possession of a current license to practice as a Registered Professional Nurse in the State of New York.

and

Two years of satisfactory experience as a Registered Professional Nurse in a school district.

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