



EMPLOYEE NAME: _____

Revised: 7/06; 1/07; 9/08; 10/12; 10/13; 6/18; 9/18; 5/23

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Nursing	JOB CODE: 409F
DIVISION: Chief of Staff	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Student Support	WORKDAYS: 238
REPORTS TO: Director, Student Support	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Manages and organizes the delivery of general health services to students; oversees the work of the consulting nurse staff; consults with other health professionals and school staff; provides training education programs for clinic substitutes and school nurses as needed.	

REQUIREMENTS:

1. Educational Level: Bachelor's degree in nursing required; master's degree or completion of a practitioner program in a clinical specialty preferred
2. Certification/License Required: Valid RN licensure in the State of Georgia; Certification as an Instructor in Community First Aid, infection control, CPR, and AED
3. Experience: Minimum of 5 years of clinical experience required; school nurse and management experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; supervisory and managerial experience and skills to assist with overseeing the consulting nurses, clinic operations, and the school nurses; ability to support the planning and delivery of training; interpersonal skills for consultation with school staff, parents, and other health professionals

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Consults with consulting nurses, school administrators, health care professionals and others in establishing policies, procedures, and protocols for clinic services and health education.
3. Communicates regularly with healthcare staff to identify problem areas and to initiate improvement.
4. Collaborates with consulting nurses and others to plan, facilitate, and deliver health in-service programs and training for clinic substitutes and school nurses.
5. Interprets medical information to school nurses and school staff as warranted.
6. Consults on medically prescribed interventions, including nursing care, the provision of medication and direct medical treatments in standard and emergency situations, according to approved local policies, procedures, clinic protocols and applicable State laws.
7. Works with physicians and community agencies to address school/community health needs and serves on District and community health advisory groups as appropriate.
8. Manages infectious disease issues through education and appropriate interventions, in consultation with community health agencies and in keeping with applicable laws and policies.
9. Assists school administrators and other staff in determining appropriate care in emergency situations.
10. Supervises assigned employees and coordinates the ongoing evaluation of clinic operations and services.
11. Provides ongoing management, guidance and oversight for consulting nurses.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____