



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Nursing
Payroll/Personnel Type:	12 Month
Job #:	2023
Reports to:	Deputy Superintendent for Student Support Services
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Director of Nursing oversees the district nursing staff and daily nursing operations. The Director will establish a systemic evaluating process, policies and goals. Direct duties will include administering district compliant healthcare policies to ensure efficient and effective health service delivery. The Director of Nursing is responsible for managing district nursing professional development, implementation of health program trainings for student, staff and vendors, which comply with local, state, and national regulations. Director will establish and maintain partnerships with community health services leaders.

Essential Functions:

- Develops, maintains and implements nursing policies and procedures that conform to current standards of nursing practice, facility philosophy and operational policies while maintaining compliance with state and federal laws and regulations
- Interprets policies and procedures to district nursing staff
- Monitors staff practices and implementation
- Conducts regular district nurse staff meetings
- Confer with the building principal to evaluate district nursing staff
- Provide health service resources for district staff and administration
- Collaborates with school administrators regarding medically and physically compromised students/staff
- Provide professional development/training to district nursing staff, administrators and vendors
- Manage district, state and federal health services budgets and contracts
- Direct the hiring, training and scheduling of district nursing staff
- Responsible for the training for employees on OSHA, CPR, First Aid, Medication Administration, glucagon/insulin administration and other complex medical needs
- Attend state and regional school health services meetings
- Review district students' health records to collaborate with internal and external personnel
- Develop and implement the district health care plan
- Director will ensure legal compliance with district, state and national requirements regarding the proper maintenance and functioning of district clinic areas
- Provides assistance with managing local, state and national infectious epidemic/pandemic illness outbreaks (i.e. COVID-19)
- Review clinic records to ensure proper documentation relating to medication administration medical procedure forms, physical examination, immunization requirements and clinic log documentation
- Develop and maintain health services reports required by local, state and federal agencies
- Acts as a collaborative liaison with community providers to establish health related Memorandum of Understanding (MOU) and contracts
- Models equity practices in all activities
- Performs other duties and responsibilities as assigned



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.