



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: District Nurse Coordinator

Reports to: Superintendent

Purposes and Objectives of the Position:

In addition to those duties and responsibilities outlined in the School Nurse position description, the District Nurse Coordinator is responsible for supervising the school nurses and implementing the school health program. Additionally, the District Nurse Coordinator provides coordination, development, and reporting support.

Qualifications:

- Bachelor's Degree in Nursing
- Minimum three years successful experience in school nursing care or community health
- Current CPR Certification

Duties and Requirements:

- Assist in the development, implementation, and evaluation of practice and procedures appropriate to specific health professions and license requirements.
- Make routine visits to the school to observe and evaluate the nursing practice of regular, temporary, and substitute staff/nurses and provide follow-up including consultation, recommendations, and or demonstrations of nursing skills.
- Provide orientation, in-service training and professional development for staff, new hires, and substitutes.
- Assist staff assigned to other school health services supervisors when requested.
- Coordinate health services such as clinics and health screenings with community health care providers.
- Maintain an active substitute list and provide qualified nurses as substitutes in the event of absence.
- Serve on the District Wellness Committee.
- Confer with superintendent two times per month to advise and update central office on matters relating to the nursing department.
- Recommend employment for school nurses.
- Meet with the superintendent yearly for an annual evaluation.
- Perform other related duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.

- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.