

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

Job Title:	Welcome Center Clinic Nurse Manager	Wage/Hour Status:	Exempt
Reports To:	Director Student, Family and Community Services	Pay Grade:	831
Dept./School:	Student, Family and Community Services	Date Revised:	5/4/2021

Primary Purpose:

Responsible in assisting with planning and implementation of the District's health services program to best meet the needs of the student population enrolling in PISD. Coordinate outreach programs to eliminate barriers to student enrollment and provide access to health services so that students are able to take full advantage of educational opportunities.

Qualifications:

Education/Certification:

Valid registered nurse (RN) or advanced practice RN license from the Texas Board of Nursing (required)

Special Knowledge/Skills:

Ability to organize, direct, coordinate, and evaluate health services

Ability to communicate (verbal and written) effectively with all stakeholders regarding topics such as at-risk students, student behavior, wraparound services and social-emotional learning

Ability to manage budget and personnel

Knowledge of school health and nursing administration

Knowledge of community medical and healthcare services

Ability to communicate effectively with parents, students and staff

Strong organizational, communication and interpersonal skills

Speak, read, and write in Spanish (preferred)

Experience:

Two years of experience in school health, community health, pediatric/adolescent healthcare, or nursing administration

Supervisory or leadership experience (preferred)

Major Responsibilities and Duties:

Program Management

Determine the goals, objectives, and priorities of the health services program in conjunction with nurses and other staff and within the goals and strategic plan established by the district

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Identify, analyze, and apply current nursing and medical research finding to plan and provide health care delivery for all students. Evaluate and improve school health practices and make changes based on findings

Develop programs and recommend policies related to health and safety. Provide expert advice to district administration and other departments regarding policies, procedures, nursing, and healthcare standards on matters impacting student, staff and the community

Collaborate with district level administration to integrate and implement health policies and practices with priorities of the district

Ensure consistent implementation of school health policies regarding immunizations, communicable diseases, medication, and emergency care of ill and injured

Coordinate activities of the health services program with outside agencies and members of medical and health care community to ensure that students have access to adequate health care services

Represent the district in collaborative community programs related to student health

Serve as permanent member of district's school health advisory committee

Coordinate department and district staff development, orientation, training, and certification as related to health needs of students

Coordinate and lead health fairs, shot clinics, and other health services for students

Administration

Develop and administer health services budget based on documented needs and ensure operations are cost effective and funds are managed wisely

Ensure that clinic has needed healthcare supplies and resources and recommend purchase, replacement, and repair of equipment when needed

Compile, maintain, and file all reports, records, and other documents required, including accurate, updated records of health information for all students that enrolled through enrollment center

Implement and comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy

Personnel

Work cooperatively with principals, counselors, health service director and school nurses to facilitate services to students and families

Prepare, review, and revise department job description

Plan and conduct professional development, orientation, training, and certification programs for nurses and nurse assistants and new staff

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the administration and/or supervisor

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Supervisory Responsibilities:

Recommend hiring, supervision and evaluation of clinic staff.

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); work with frequent interruptions; interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and/or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator

Date: 05/04/2021

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature:

Date:
