

**JOB TITLE:** Chief Nursing Officer

**STATUS:** Exempt

**REPORTS TO:** Executive Director for Administrative Services

**TERMS:** 240 Days

**DEPARTMENT:** Administrative Services

**PAY RATE:** A03

Revised 3/1/2015

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**Primary Purpose:**

Provide overall guidance and support to the Health Services program for regular and Special Education students; Serve as medical liaison between the school, family, and health care provider; Provide specialized health care training to nurses, health clerks, and other district personnel

**Qualifications:**

**Education/Certification:**

Valid licensure as a registered nurse from the Texas Board of Nursing

Baccalaureate of Science in Nursing

Master of Science in Nursing, Preferred

Valid Certification for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care

Valid certification by Department of State Health Services to conduct vision/ hearing screening

Valid certification by University of Texas – Pan American Border Health Office to conduct Texas Risk Assessment for Type 2 Diabetes in Children

**Special Knowledge/Skills:**

Technological expertise in multiple software programs

Medical expertise in health care services and equipment

Possess the skill to monitor, evaluate, organize, and assess a variety of programs in a multifaceted environment while remaining flexible and sensitive

Knowledge in development of individualized health care plans for students

Ability to organize and coordinate health care training

Possess excellent organizational, communication, and interpersonal skills while working with other district administrators, personnel, parents, students, public, and health care providers

Knowledge of the regulations pertaining to the health arena for regular and Special Education students

**Experience:**

8 years experience as a registered nurse in the public school setting preferred

5 years experience as a registered nurse in a clinical setting preferred

2 years experience in a nurse leadership role preferred

All qualifications can be waived if deemed in the best interest of the district.

## **MAJOR RESPONSIBILITIES AND DUTIES:**

Plan, coordinate, and deliver continuing staff development to all nurses, LVNs, and health clerks, staff, students, and community outreach

Serve as a medical liaison between the school, family, primary health care provider, and agencies for obtaining and exchanging health information to ensure effective delivery of medical services

Create systems, processes and care standards to support the delivery of health services in a safe, fiscally responsible manner

Collaborate with school nurses in establishing individual health plans for students with special health needs and serve as a medical resource for the district

Develop and maintain acuity scale to assist in determining staffing needs for students with complex health care needs

Work collaboratively to foster partnership with university system to coordinate and train student nurses

Collaborate with staff and campus personnel in preparation for Admission, Review, and Dismissal (ARD) Committee meeting to interpret medical data for medically involved students and clarify information regarding student health needs that will be considered when determining appropriate educational programming

Design/modify, implement and measure integrated programs

Develop transitional plan and coordinate utilization of private nurses if required in extenuating circumstances

Provide accessible, timely, efficient health systems by utilizing research based practice and continuous performance improvement measures

Assist with development of specialized protocols for responding to student needs and state mandates

Track legislation to ensure compliance with all State and Federal healthcare mandates

Assist with mandated vision/hearing screenings for Special Education/504 referrals in the long term absence of a campus nurse

Provide State mandated Vision/Hearing Screener training to all substitutes and Student Nurses

Ensure proper equipment is obtained for specialized medical needs and nurses are trained in the use of equipment

Attend staff development and maintain awareness and implementation of new legislative mandates

Collaborate with ESYS staff regarding students with severe medical needs

Conduct school clinic audits annually to evaluate nurses' skill set, response protocols, and equipment, and training needs

Assist with health needs for homeless, migrant, and homebound students

Develop, implement, and facilitate new nurse mentoring and training

Develop school plans for dealing with potential health crises

Provide consultation for principals and other district administrators related to Health Services  
Foster an environment that supports growth and community through activities, partnerships and shared goals

Conduct nurse applicant screening and assist with developing applicant pool

Serve in an advisory capacity to Cabinet on health care trends and crisis protocols

Coordinate orientation sessions for substitute nurses

In coordination with the Executive Director for Administrative Services, provide leadership and strategic direction for all nursing care in accordance with the mission, vision, and values of the district

Perform other duties assigned by the Executive Director for Administrative Services

**EQUIPMENT USED**

Medical equipment, computer, IPAD, Promethean board, copy machine, printer, fax machine, telephone and calculator

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent interruptions, prolonged sitting and repetitive hand motions working with computer

Frequently required to meet deadlines with severe time constraints

Frequently required to work irregular days and/or extended work hours

Frequent district-wide and state-wide travel

Exposure to bacteria and communicable diseases

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I have read and understand the responsibilities and duties required for this position as outlined above.

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Printed Name

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Signature

\_\_\_\_\_  
Date