

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Nursing Services Coordinator

**Date Approved/Updated:** April 14, 2010

**Location:** District

**Job Group:** Educator

**Reports To:** PK-5 School Principal

***Summary of Position Responsibilities:***

The Winooski School District Nursing Services Coordinator is knowledgeable of the Winooski School District nurses' responsibility to provide health care to the Winooski School community. The coordinator understands the standards by which Winooski School District nurses perform their jobs and carries out his/her job directives based on these standards.

The Nursing Services Coordinator practices in accordance with the current standards and functions as defined by the Vermont Nurse Practice act and the *Vermont School Health Services: Standards of Practice*.

***Essential Duties and Responsibilities:***

- Act as liaison to Central Office administration and principals re: nursing/health issues including supervision and evaluation of Winooski School District nursing staff.
- Plan/implement school nurses' meetings.
- Arrange in-services for nursing staff (local and area)
- Provide support for nursing staff including mentoring for new nursing staff.
- Participate in hiring of new nurses.
- Trouble-shoot issues with nurses/health services.
- Develop, overview and maintain Winooski School District policies that are health/nursing specific.
- Act as liaison to health related committees (e.g. policy, health curriculum, EPSDT, etc.)
- Act as liaison to local/state health resources.
- Train new employees in blood borne pathogens/universal precautions and coordinate training for current staff on health issues.
- Organize CPR/First Aid training for nurses.
- Collaborate initiatives district-wide and statewide.
- Develop Winooski School District health services/nursing web page.

***Supervisory Responsibilities:***

***Supervisory Responsibilities include:***

- interviewing
- training
- appraising performance

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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- addressing complaints and resolving problems
- planning, assigning, and directing work

**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Earned baccalaureate or master’s degree from a nursing program accredited by the National League for Nursing (NLN) or the commission of collegiate Nursing education (CCNE)
- Retains a valid license as a registered nurse (RN) in the State of Vermont
- Maintains current certification in CPR and first aid
- Has completed four years of clinical nursing experience beyond nursing education
- Has completed an educational orientation program through the Vermont Department of education and based on requirements for the delivery of health services as defined in the *Vermont Quality Standards* and the Vermont Manual titled *Standards of Practice: School Health Services*

**Physical Demands:**

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- |   |   |  |   |   |  |
|---|---|--|---|---|--|
| <input type="checkbox"/> _F_ Standing                   | <input type="checkbox"/> _F_ Walking    | <input type="checkbox"/> _F_ Sitting     | <input type="checkbox"/> _F_ Lifting      | <input type="checkbox"/> _C_ Carrying         | <input type="checkbox"/> _C_ Pushing           |
| <input type="checkbox"/> _C_ Pulling                    | <input type="checkbox"/> _C_ Climbing   | <input type="checkbox"/> _C_ Balancing   | <input type="checkbox"/> _F_ Stooping     | <input type="checkbox"/> _C_ Kneeling         | <input type="checkbox"/> _C_ Crawling          |
| <input type="checkbox"/> _F_ Crouching                  | <input type="checkbox"/> _F_ Reaching   | <input type="checkbox"/> _F_ Handling    | <input type="checkbox"/> _C_ Fingering    | <input type="checkbox"/> _F_ Feeling          | <input type="checkbox"/> _F_ Talking           |
| <input type="checkbox"/> _F_ Hearing                    | <input type="checkbox"/> _F_ Far Vision | <input type="checkbox"/> _F_ Near Vision | <input type="checkbox"/> _F_ Color Vision | <input type="checkbox"/> _F_ Depth Perception | <input type="checkbox"/> _F_ Repetitive Motion |
| <input type="checkbox"/> _F_ Eye/Hand/Foot Coordination |   |  |   |   |  |

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- |  |   |   |                                     |  |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> _O_ Exposure to weather | <input type="checkbox"/> _O_ Extreme heat   | <input type="checkbox"/> _C_ Extreme cold | <input type="checkbox"/> _O_ Noise  | <input type="checkbox"/> _O_ Dust, vapors, fumes |
| <input type="checkbox"/> _F_ Time constraints    | <input type="checkbox"/> _F_ Public contact | <input type="checkbox"/> _F_ Deadlines    | <input type="checkbox"/> _C_ Travel | <input type="checkbox"/> _C_ Inside work         |

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***Terms of Employment:*** The Resource Nurse will work in accordance with the Winooski School District Teacher's Master Contract.

***Compensation:*** The Resource Nurse will work in accordance with the Winooski School District Teacher's Master Contract.

***Evaluation:*** Performance of this job will be evaluated in accordance with Procedure WSD201.

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