

Greenwood School District 50 Position Description

POSITION TITLE: Director of Nursing

Department: Administration
Reports To: Assistant Superintendent of Administration
Prepared by: Date: 3/5/21
Approved by: Date:

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Directs department operations to provide services within established time frames and in compliance with relevant codes and requirements
- Provides technical expertise regarding assigned areas
- Collaborates with internal and external personnel to implement and maintain services
- Visits sites to inspect facilities, meet with building administrators, and evaluate healthcare needs; develops short and long term plans to manage site needs
- Purchases equipment and supplies and monitors expenditures to operate in a cost-effective manner in compliance with procurement codes
- Assists administration in budgeting, facilities master planning, and replacement schedules; serves on district committees as requested
- Performs personnel functions (interviewing, evaluating, supervising, disciplining, training, etc.) to maintain a competent and productive staff
- Serves as district liaison with outside healthcare providers and consultants for quoting and completion of specified jobs
- Develops strategies that address the health needs, safety, and wellness of staff and students
- Assigns and evaluates Medicaid billing and documentation to assure that the documentation is completed efficiently within specifications and requirements set by Medicaid and SCDE.
- Responds to emergency situations after hours to resolve immediate concerns
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervises and provides leadership for all of the district nurses.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Current license to practice as a nurse in South Carolina. Graduate of an accredited program offering a baccalaureate degree in nursing, or a graduate of an accredited diploma School of Nursing or an accredited program offering an associate degree in nursing and five years nursing experience. Must be able to effectively deal with the public and staff both in person and on the phone.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative 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.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop/kneel and talk or hear. The employee is occasionally required to sit. The employee must be able to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision. While performing the duties of this job, the employee is often required to drive. The employee frequently communicates through speech.

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.

The employee is at risk of exposure to infection. The employee is continuously interacting with the public, students and staff.

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 individuals currently holding this position and additional duties may be assigned.