

**City of Lowell**  
**Job Description**  
**Please Post: January 15, 2016**  
**Deadline: January 29, 2016**  
**Health and Human Services**  
**Clinical School Nurse Manager**

**Job Title:** Clinical School Nurse Manager (2700-9752; SUPR, 2235)  
**Department:** Health and Human Services  
**Reports To:** Director of Health and Human Services; and designated personnel  
**Salary:** \$61,510.80 (min) to \$66,263.60 (max) annually; 42 week schedule  
**Union:** AFSCME Local 2532

**SUMMARY**

Assist Nurse Coordinator in supervision and management of the School Nurses, assists with staffing, and program grant reports.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assures appropriate nursing coverage for all school in zone; (e.g. takes absence reports, sick calls for nurses and arranges for coverage).

Visits schools to provide supervision and offer support to nursing staff.

Completes monthly data reports as required by Massachusetts Department of Public Health.

Plans and assists in organizing orientations and in-house training for staff.

Assists Nurse Coordinator in reviewing school health policies and procedures.

Helps plan training days for nurses and assists with on-going education of staff.

Substitutes for School Nurses in her/his zone when necessary.

Assists in preparation of reports when requested.

Embraces Team Nursing model; Issues written and oral instructions.

Examines work for exactness and conformance to policies and procedures.

Studies and makes recommendations to standardized procedures to improve efficiency of subordinates; Assists in maintaining harmony and resolves disputes as necessary.

Investigates and responds to complaints in an efficient and tactful manner.

Consults with Nurse Coordinator on Nursing problems and interpretation of policies and procedures to ensure health care needs are met.

**SUPERVISORY RESPONSIBILITIES**

Assists in supervision of employees providing School Health Services. Carries out responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include orientation and training employees; planning, assigning and directing work; appraising performance; regarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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**

***Bachelor's Degree in Nursing required;*** Master's Degree in Nursing or related field is preferred. Three years directly related experience in school nursing desired. One year of management experience desired. ***Current certification as a School Nurse by the Massachusetts Dept. of Education required.*** National certification desirable. ***Current certification in CPR and First Aid required.*** Must assume responsibility for updating knowledge and skill in Community and School Health Nursing.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

***Current certification in CPR and First Aid; Current certification as a School Nurse by the Mass. Dept. of Education.***

## **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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **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.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

*Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ January 29, 2016. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

**EOE/AA/504 Employer**