

NURSE SUPERVISOR

PURPOSE: A Nurse Supervisor in the Milwaukee Public Schools (MPS) provides for the supervision and development of school nurses and school nurse associates and for the development of the MPS health program. As a supervisor, this position orients, trains, assigns work, evaluates job performance and applies such management functions as planning, organizing, staffing, controlling and evaluating school nursing within the Division of Special Services.

ESSENTIAL FUNCTIONS:

- ❖ Coordinates nursing services provided to students in the schools.
- ❖ Develops and assists in the delivery of training for school nurses and school nurse associates.
- ❖ Evaluates performance of employees with regard to competency in procedural and interpersonal skills, including on-site supervision.
- ❖ Constructs the health component of Individualized Education Plans (IEPs) or 504 plans after analysis and synthesis of medical and health data.
- ❖ Consults with other team members to interpret medical histories and test results as they affect developmental and cognitive levels.
- ❖ Understands the debilitating, chronic conditions within pediatric practice and offers rehabilitative interventions necessary for health maintenance.
- ❖ Summarizes and documents health needs in formal reports as a contributing member of the IEP or 504 teams.
- ❖ Facilitates the continuity of health care of students and employees by planning and exchanging information with other schools, social services and community agencies, ensuring confidentiality of data.
- ❖ Develops written protocols and procedures to facilitate safe, consistent nursing care.
- ❖ Assists students and their families in obtaining appropriate health care services.
- ❖ Consults with employees regularly. Carries a mobile phone in order to be responsive to emergency situations.
- ❖ Assesses school children for changes in health status and adjusts service levels accordingly.
- ❖ Relates the MPS health policies and services to the community.
- ❖ Creates annual reports and summaries on the school nurse program and its effectiveness.
- ❖ Performs other duties as assigned.

REQUIREMENTS:

1. A minimum of three (3) years of professional experience in a nursing setting.
2. Supervisory or leadership experience in a nursing setting is desirable.
3. A Bachelor of Science Degree in Nursing (BSN) from a Commission on Collegiate Nursing Education (CCNE) accredited program.
4. A Master's Degree with a major in nursing, public health, administrative leadership or a related field from an accredited college or university is desirable.
Note: Equivalent combinations of training and experience may be considered.
5. License to practice professional nursing in the State of Wisconsin at time of application and throughout employment.
6. Possess a CPR certification at time of application and throughout employment.
7. Experience as a school nurse or in a similar environment is highly desirable.
8. Valid driver's license at the time of appointment and throughout employment, plus availability of a properly insured personal automobile for use on the job.
9. Residency in the City of Milwaukee within one year of employment.

KNOWLEDGES, SKILLS AND ABILITIES:

- ❖ Ability to supervise and train employees and foster a cooperative working environment.
- ❖ Knowledge of clinical procedures.
- ❖ Ability to communicate effectively, orally and in writing.
- ❖ Strong interpersonal and communication skills and the ability to effectively relate to a wide range of constituencies in a diverse environment.
- ❖ Knowledge of community health services and agencies.
- ❖ Knowledge of day-to-day needs of child health care.