



# School Nurse Supervisor

## Job Description

Department: Health  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Division Director – Nursing or  
Bureau Director – Nursing

### Summary

Under general direction of the Division Director – Nursing or a Bureau Director - Nursing, coordinates programs and/or clinics for the Nursing Division of the Utah County Health Department related to school nursing and additional prioritized public health functions within the community, as assigned.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate services of assigned school district(s); assign and evaluate work; conduct performance appraisals and provide input for staffing decisions, including hiring, retention, and discipline; provide orientation for new nurses to the program; ensure adequate training of staff; provide weekly in-service training.
2. Monitor program activities to ensure compliance with county and state regulations, administrative procedures, and nursing standards; assist with development and implementation of policies, procedures, and standards, and with overall evaluation of the program.
3. Coordinate services with other programs and with related state, federal, and local agencies and/or county departments; coordinate specialty, multi-disciplinary, and multi-agency clinics, as assigned.
4. Perform or assist with all duties within the program as needed to ensure coverage and efficient operations.
5. Perform nursing assessments and screen students for various medical conditions; maintain related test results, patient charts, and any other patient information, as needed.
6. Coordinate client care with primary and secondary physicians.
7. Assist students with psycho-social needs; refer to support groups and related community services, as needed.
8. Coordinate and advocate community health education; teach health care classes in schools, as needed.
9. Complete applicable assessments, forms, and reports as required by grants, contracts, or Department services.

### For Office Use Only

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FLSA: Exempt  
Effective Date: 1/31/2024  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Supervisor

10. Communicate with school district personnel to assist with coordination and planning of district meetings, flu/immunization clinics, and other district events; assign district school nurses to committees and follow up with assigned nurses.
11. Communicate all pertinent information to the Executive Director – Health, the Division Director and/or Bureau Director and coordinate with the Public Information Officer (PIO) to determine appropriate statements and responses to the public regarding program(s).
12. Perform prioritized public health nurse functions within the community, as assigned.
13. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.
14. During times of emergency or pandemic, job duties may be modified as needed, and may be significantly different from primary duties.

### **Knowledge, Skills, and Abilities**

- Knowledge of supervisory techniques
- Knowledge of Utah County Rules and Regulations
- Knowledge of program planning, implementation, and evaluation
- Knowledge of nursing theory, assessment, planning, intervention, and evaluation
- Knowledge of Health Department policies and procedures
- Knowledge of appropriate handling of protected health information (PHI)
- Skilled in written and verbal communication
- Skilled in using computer applications or programs unique to Utah County and/or the Health Department
- Skilled in nursing procedures, including emergency first aid, BLS, injections, venipuncture, and use of health screening equipment
- Skilled in teaching and presenting to groups
- Ability to establish and maintain cooperative relationships with clients, physicians, health care providers, community resource providers, and the Utah Department of Health
- Ability to interact in a professional manner with people from varied educational, socio-economic, and cultural backgrounds
- Ability to maintain organized and accurate records of clients, cases, and events
- Ability to effectively supervise, train, and evaluate performance

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an environmentally controlled setting such as an office or school but may require daily travel from one work site to another location. Work requires frequent contact with the

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public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations, including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals, and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Associate degree in nursing from an accredited college or university.
2. Six (6) years of related registered nurse work experience.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given for applicants with a bachelor's degree in nursing.
2. Preference may be given to applicants with supervisory or lead experience.

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3. Preference may be given to candidates who are bilingual in Spanish.

**Additional Eligibility Qualifications**

1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS) and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a current driver license and obtain a valid State of Utah driver license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD Immunization and TB policy for healthcare workers.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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