

CHILTON COUNTY SCHOOLS

Job Title: Lead Nurse (10 Month Contract; 202 days)

Qualifications:

- Must be a graduate from an accredited school of nursing with a minimum Bachelor of Science Degree (BSN) in Nursing. Masters of Science in Nursing (MSN) preferred
- Must have active Alabama Board of Nursing License without restrictions
- Maintain BLS CPR certification from American Heart Association or American Red Cross
- Minimum of five years nursing experience—previous nursing management or school nurse experience preferred
- Must hold a valid Alabama Driver License
- Must be able to work flexible hours throughout the school year as needed to meet students' health needs
- Such alternatives to the above qualifications as the Chilton County Board of Education finds appropriate and acceptable

Reports to:

- Superintendent

Job Goal:

- To provide implementation, management, and evaluation of the school health services program
- To provide oversight and supervision of school nursing staff
- To promote the health and education of students as a result of school nursing practice
- Ensures that nursing care is in compliance with the Alabama Board of Nursing (ABN) Administrative Code

Performance Responsibilities:

1. Responsible for daily nurse staffing and assignment
2. Provides annually a full and comprehensive assessment of all student health needs within the system and makes recommendations to the superintendent concerning staffing and other needs according to the Alabama School Health Act #2009-280
3. Responsible for initial verification and renewal verification of nursing licensure for all nurses employed in Chilton County Schools
4. Ensures that district health care practices comply with state and federal laws as well as the Chilton County Board of Education policies
5. Evaluates yearly RN and LPN job performance and provides written feedback
6. Oversight of RN and LPN practices per Alabama State Department of Education (ALSDE) and ABN mandates
7. Provides direct health services to students as appropriate
8. Develops individualized health care plans (along with LPN) for students who have chronic conditions or special health care needs
9. Oversees the development, implementation, an assessment of staff training programs necessary to implement school health protocols, procedures, and programs.
10. Coordinates the immunization program with schools and local or state agencies
11. Site Administrator for ImmPrint (state immunization registry) and performs annual duties associated with that responsibility
12. Provides initial training of Unlicensed Diabetes Assistants(Tier III)
13. Coordinates and assists health care providers and school nurses with physical examinations for Special Education students participating in Special Olympics
14. Develops and implements policies and protocols in collaboration with administration according to guidelines of Alabama Department of Public Health and Chilton County Board of Education related to exclusion and readmission of students with infectious or contagious diseases/conditions
15. Collaborates with school of nursing faculty to provide clinical experience for nursing students
16. Maintains confidentiality of all health and school system related information
17. Provides orientation and training of nursing staff including substitute nurses
18. Provides training of faculty and staff as needed
19. Attends Administrative meetings, Department Head meetings, and other meetings as requested by the Superintendent
20. Maintains inventory of medical supplies and equipment for nurses' offices
21. Assists school personnel in maintaining sanitary standards in schools

22. Maintains a proper and professional relationship with other employees
23. Is familiar with and follows Board of Education policies and performs duties in a professional manner
24. Is regular and punctual in attendance
25. Performs other duties as assigned by the Superintendent
26. Ensures education is provided annually for employees who volunteer to become Unlicensed Medication Assistants
27. Ensures the school district and its nurses follow all applicable laws/curriculums as they relate to school health, including but not limited to EpiPens and Anaphylaxis Preparedness Program, AEDs, Emergency Naloxone Training, Seizure Safe Schools Act and Adrenal Insufficiency Alabama Safe Schools Act

Terms of Employment:

- Salary and work year to be established by the Board of Education

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Alabama Board of Nursing, Alabama State Department of Education, and Chilton County Board of Education policies.

Adopted by Chilton County Board of Education May 19, 2025