Position Announcement;

Birmingham City Schools is looking to fill its vacant Nursing Coordinator position. Applicants should have a Bachelor’s Degree in Nursing and a valid, unencumbered Alabama Board of Nursing license as a registered nurse. Experience is required in school nursing care or community health.

Click here for the more details.

- Job Title School Nurse Coordinator
  * Job Type Classified - Position - Support Operations - Other Position
- Job Type Description Qualifications:
  1. Bachelor of Science Nursing Degree.
  2. Valid unencumbered Alabama Board of Nursing license as a registered nurse.
  3. Minimum 3 years within the last (7) years of school nursing care or community health.
  5. Demonstrated leadership skills which reflect a variety of problem solving strategies to include but not limited to the ability to listen and accept differing opinions, ability to manage and resolve conflict and the ability to respond tactfully.
  6. Demonstrated flexibility and adaptation to change.
  7. Demonstrated effective written and verbal communication skills.
  8. Valid drivers license.

Performance Responsibilities:
1. Supervise and evaluate department staff and make recommendations to the Director regarding continued employment and assist with meeting fiscal responsibilities.
2. Assist in the development implementation and evaluation of practice and procedures appropriate to specific health professions and license requirements.
3. Make routine visits to the school to observe and evaluate the nursing practice of regular, temporary, and substitute staff/nurses and provide follow-up including consultation, recommendations, and or demonstrations of nursing skills.
4. Provide orientation, in-service training and professional development
for staff, new hires and substitutes.
5. Make recommendations to Director regarding personnel matters assisting in the screening, interviewing and selection of school nurses.
6. Conduct interviews for new, substitute/temporary staff and make recommendation for hiring.
7. Assist staff assigned to other school health services supervisors when requested.
8. Coordinate health services such as clinics and health screenings with community health care providers.
9. Consult and collaborate with parents, teachers, school administrators, and community health care providers.
10. Participate as assigned by director in interdisciplinary/interagency collaborative efforts to enhance health programs.
11. Supervise and coordinate activities of volunteers and temporary employees with department as assigned by director.
12. Collaborate with university faculty to provide clinical/practicum experience for baccalaureate and graduate students in appropriate health professions.
13. Communicate the agency and department mission and values to staff, local district, parents, students, personnel and community agencies.
14. Collaborate with other school departments, school personnel, community providers and agencies, and constituent districts to develop, implement, direct and evaluate community-based services that address the mission of the school district.
15. Contribute to a positive and productive work environment.
16. Maintain an active substitute list and provide qualified nurses as substitutes in the event of absence.
17. Maintain budget information, planning, estimating, writing and expending accordingly.
18. Coordinate health services for summer school programs.
19. Attend state and regional school nurse coordinator meetings as approved.
20. Assist in the identification of students that are in need of a school health care plan.
21. Observe the health service area to ensure compliance with legal and state requirements.
22. Perform other job related duties as assigned by the director.

Additional Skills:
- Comprehensive knowledge of the principles, standards, practices and
Techniques of professional and school nursing; knowledge of the dangers inherent in and the precautions to be taken in the use of medication; through knowledge of the treatment, diagnostic, immunization and related medical services.

- Ability to assign and supervise the work of professional personnel and to instruct them in practices and techniques.
- Ability to accurately maintain student medical records and prepare reports.
- Ability to establish and maintain effective relationships with associates, students, parents, physicians, subordinates and others contacted in the course of work; knowledge of all equipment used in the school clinics; superior written and oral communication skills, lifesaving skills, pharmacology knowledge.
- Ability to conduct assessments in emergency and non-emergency situations, knowledge/use of universal procedures, supervisory and administrative skills.

**Duty Days** 240  
**Reports To** Instructional Super. of Student Support Service  
**Salary Range: From/To** Salary 11 - Level 3  
**Technology Literacy** Spreadsheets, Word, Word Perfect, Windows  
**Additional Job Information**

Additional Responsibilities as dictated in the job description.

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