

**Roswell Independent School District  
Job Description**

**Job Title: PROFESSIONAL MEDICAL SPECIALIST**

**Reports To: SUPERINTENDENT**

**General Job Description:**

Coordinate and supervise nursing staff to provide a safe, healthy, caring environment strengthening and facilitating the educational process by modifying and removing health barriers to learning and optimal wellness for students and staff.

**Essential Duties and Responsibilities:**

1. Coordinate school health program in collaboration with administrators, staff, community agencies and resources, local health professionals and families.
2. Coordinate and provide district health services such as vision, hearing, and other screenings as required in cooperation with community volunteers.
3. Coordinate with the public health officials in reporting communicable diseases.
4. Coordinate planning in school health education with interdisciplinary colleagues at the national, state, and local levels.
5. Identify health needs of the student population using available demographic, health, and school system data.
6. Lead and facilitate the interview and hiring process; orientation and assignment of qualified personnel to implement the school health program as appropriate.
7. Conduct progress monitoring and annual nursing evaluations.
8. Facilitate professional learning opportunities for the District including “Train the Trainer” model.
9. Implement communication systems that promote participatory management.
10. Develop and implement written policies and procedures for the clinical services and programs addressing health issues such as immunizations, medication administration, services for children with special health care needs and special programs.
11. Develop and implement documentation systems at both the individual student level and programmatic level.
12. Ensure that Medicaid notes are submitted in a timely manner as required.
13. Provide clinical consultation to the health education staff, physical educators and other administrative and teaching staff as necessary.
14. Participate in appropriate interdisciplinary teams to ensure that integrated systems are in place which address the coordinated health needs of the student population.
15. Coordinate communicable disease prevention and infection control protocols and procedures based on current guidelines for universal precautions, prevention of blood borne pathogens exposure and hazardous medical waste disposal.
16. Assist in the development of a District Emergency Care Plan.
17. Promote and utilize positive and current connections and referral mechanisms to community providers for a range of services related to student health.
18. Seek opportunities to interpret and respond to the health needs of school-age children and adolescents, and the goals of the District health service program.
19. Communicate the importance of wellness and health education to administrators, school committee members, staff, families and the general community through special reports, the media, health fairs and other special events.
20. Compile statistical reports as required by the school system and state agencies.
21. Evaluate and make recommendations in response to changing trends in health service staffing.
22. Determine the need for revision of District health goals and objectives through frequent evaluation and recommendations.
23. Implement ongoing continuing education programs for the nursing staff.
24. Encourage staff to participate in pertinent conferences and workshops addressing a dynamic range of current school health issues.
25. Provide ongoing formal and informal feedback to nursing staff about their progress in achieving goals of the District health program.

## **NURSING SUPERVISOR (CONT'D)**

26. Understand and apply core public health functions of assessment, policy development and evaluation and assurance.
27. Demonstrate current knowledge in such areas as: professional issues in school nursing, school and community health, communicable disease control, growth and development, health assessment, acute and chronic health conditions, injury prevention and emergency care, student issues, and legal/ethical health policy.
28. Maintain communication and collaborate with Superintendent and appropriate District staff regarding District health and wellness needs.
29. Collaborate with schools of nursing and make assignments for clinical experiences to provide student practice in community health as well as to obtain nursing education resources.
30. Follow the NM Nurse Practice Act for standard nursing practice.
31. Complete purchase requisitions and submit to the appropriate department for processing.
32. Establish and maintain effective working relationships with medical staff, community agency personnel, administration and the public.
33. Maintain awareness of the laws, regulations and policies relating to public and school health in New Mexico.
34. Maintain confidentiality with sensitive matters.
35. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
36. Report to work on time and work no less than 7.25 hours per day.
37. Work independently with very little supervision.
38. Perform other related duties/functions as directed by your supervisor.

### **Supervisory Responsibilities:**

The Professional Medical Specialist will provide leadership and direction for school nurses within the framework of established policies and legal requirements of the district.

### **Qualifications:**

1. Bachelor's degree in Nursing or in a health-related field from a regionally accredited college or university or from an institution accredited by the National League of Nursing.
2. Current New Mexico Registered Nurse License issued by the New Mexico Board of Nursing.
3. Three years of supervised nursing experience, one of which must be in a school setting.
4. Certified in CPR.
5. Valid Driver's license and Car Insurance.
6. Ability to travel from site to site as needed.

### **Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

### **Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

### **Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**NURSING SUPERVISOR (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

**Certified Specialist or Professional Supervisory/Coordinator Positions 190 Days Salary Schedule.**

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**

