



Code: 3760
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health Nursing

CLASS TITLE: DIRECTOR OF SCHOOL NURSING

CHARACTERISTICS OF THE CLASS

Under general direction, functions as a clinical nursing expert in the administration of school nursing and health programs, and performs related duties as required

ESSENTIAL DUTIES

- Participates in the strategic planning, partnership, and implementation of clinical and administrative school health service programs to help improve the quality of life of school-aged children
- Establishes and implements policies and procedures to decrease health disparities through the coordination of school health programs and student health services
- Provides leadership and collaborates with Chicago Public Schools (CPS) nursing and advanced practice nursing staff in the administration of school health nursing programs
- Ensures quality assurance of clinical best practices of school health care services and programs through the evaluation of clinical operations and procedures
- Supervises direct and indirect nursing personnel who service schools
- Directs compliance of federal grant requirements and objectives through the development of training programs, monitoring of school health budgets and evaluation of programs and services
- Works to eliminate health-related barriers and advance health equity in school and student health programs
- Researches and keeps abreast of school health nursing standards, trends and best practices
- Provides clinical direction in the administration of school health nursing standards, practices and processes
- Participates in the preparation and management of the division programmatic budget
- Represents the department on matters of school health nursing at local, state, and national community organizations
- Advises and collaborates with department divisions and governmental agencies regarding school health nursing programs
- Ensures the efficient performance of advance practice nursing staff

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- A Master's or Doctorate degree in Nursing, plus three years of public health or school health nursing experience, and two years of work experience in the formulation of health administration policies and procedures

Licensure, Certification, or Other Qualifications

- Must be licensed to practice as a Registered Nurse in the U.S.
- Must be licensed to practice as an Advanced Practice Nurse in the U.S.

- Must have a current certification as a Nurse Practitioner from a national certifying body
- Must possess a valid State of Illinois Registered and Advanced Practice Nurse license at the time of employment

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *nursing principles, practices, and procedures
- *medical terminology, conditions, testing, treatments, standards, and procedures
- *school healthcare trends, issues, programs, and services

Advanced knowledge of:

- *management and supervisory methods, practices, and procedures

Considerable knowledge of:

- *applicable licensing requirements
- school based health programming
- training methods, practices, and procedures

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- budget preparation and budget management methods and procedures
- funding sources and grant preparation and administration methods and procedures
- public administration principles, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

