

**PLEASE POST**  
**June 9, 2008**

**NOTICE OF POSITION OPENING**  
**Health Clinic Supervisor (Registered Nurse)**

**GENERAL DESCRIPTION OF POSITION:**

A professional nurse responsible for school nursing/health issues for all CISD programs including DKDC. Responsibilities include oversight of DKDC Clinic and limited staffing for clinic.

**SPECIFIC RESPONSIBILITIES:**

- Review/assign job responsibilities for all clinic staff
- Evaluate job performances of all staff RN's and LPN's
- Review all policies and assure alignment with the National Association of School Nurse Quality Nursing Interventions in the School Setting: Procedures, Models and Guidelines
- Oversee an automated documentation system for record keeping and billing compliance
- Review budget development and maintenance process
- Oversee Advisory Committee to review/give input regarding procedure development
- Oversee quality assurance goals
- Meet regularly with clinic staff
- Meet regularly with building supervisors
- Oversee or perform all essential duties and responsibilities of registered nurses
- Maintain confidentiality
- Adhere to Board Policies.

**MINIMUM QUALIFICATIONS:**

License from the State of Michigan to practice as a Registered Nurse and School Nurse Certification. Masters Degree in Nursing or Related Field. Bachelors Degree in Registered Nursing. Prefer experience in administration and with children with disabilities.

**OTHER QUALIFICATIONS:**

Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

**DATE POSITION IS OPEN:**

June 2008

**DATE INTERNAL POSTING IS CLOSED:**

June 12, 2008 4:00 p.m. (Internal Only); Until filled (External)

**SALARY:**

\$52,675 - \$67,228

**APPLICATION PROCESS:** Please go to our website at [www.calhounisd.org](http://www.calhounisd.org) and click on the Employment tab to complete an online application. Cover letters should be addressed to Mary Ellen Currie, Assistant Superintendent for Human Resources, 17111 G Drive North, Marshall MI 49068

The Calhoun Intermediate School District is an equal opportunity employer and will not discriminate on the basis of race, color, handicap, sex, age, religion, national origin, weight, height, nor marital status in its employment practices.