

SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL

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IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

SUPPLEMENTED POSITION

Position Title: Department Head of Nursing
Reports to: Director and Vice Director - Okaloosa Applied Technology Center

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and employed in a regularly established position in Okaloosa Public Schools.

Communication Skills:

Ability to read and interpret documents. Ability to write routine reports and correspondence.

Administrative/Supervisory Requirements:

Keeps appropriate records. Conforms to rules and policies of the district, school, and state.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

While performing duties of this job, the employee is regularly required to stand, walk, talk, and hear. Occasionally the employee is required to climb and kneel. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Goal:

Supervises and coordinates nursing program at vocational technical level for adult students as required for approval of program in practical nursing by Florida Board of Nursing.

Essential Duties and Responsibilities:

1. Coordinates schedules for classes and instructors in class.
2. Supervises and coordinates nursing assistant and health occupations programs.
3. Assists in establishing and maintaining contractual agreements between OATC Nursing Program and health care facilities used for instruction.
4. Acts as liaison between health care facilities and school nursing program.
5. Coordinates clinical schedules for practical nursing classes.
6. Maintains supplies and equipment for department.
7. Interviews and orients new employees.
8. Assists in pre-program orientation presentation for prospective students in student selection.

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9. Approves speakers used in instruction.
10. Reviews and revises curriculum and department handbook.
11. Acts as liaison between Board of Nursing and Nursing Program.
12. Orders textbooks and prepares admission procedures and equipment.
13. Abides by all policies of the Okaloosa County School Board.
14. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Total school year. Salary as provided in Master Contract between Okaloosa County Education Association and School Board for specific year.