



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Nurse Clinical Supervisor CTE**

|  |                           |
|--|---------------------------|
| Position Type: <b>Certified</b>                  | Department: <b>School</b> |
| Salary Schedule: <b>Other Professional Staff</b> | Location: <b>School</b>   |
| Reports to: <b>Principal</b>                     | Shift: <b>Day</b>         |
| Term of Employment: <b>9 months</b>              |                           |
| Approved By: <b>Human Resources</b>              | Date: <b>June 8, 2017</b> |

### **POSITION SUMMARY:**

The clinical supervisor will be on site for supervision of all nursing assistant students during the clinical experience portion of the training program; will coordinate scheduling of clinical hours with the program teachers and the clinical site liaisons; meet regularly with the classroom nursing instructors to conference regarding student progress, and to coordinate the didactic and clinical experience objectives stated in the Arizona State Board of Nursing regulations.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Assesses student needs.
- Communicates with students, teachers, and parents.
- Contributes to school and district.
- Compiles information required for the evaluation of students.
- Carries out health and safety education activities as directed.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Provides differentiated instruction for students of all abilities.
- Works cooperatively with all staff members.
- Uses effective motivational techniques.
- Must meet any additional specific job requirements as indicated by the school.

### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates students.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a R.N. Certificate, Associate's degree (A. A.), or equivalent from a two-year college or technical school.

**EDUCATION AND/OR EXPERIENCE:**

- Two years of related experience and/or training.
- Equivalent combination of education and experience.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY;**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*