



CONTRACT ANNOUNCEMENT

Position: Idaho School Nurse Liaison

Term: August 15, 2022 through to June 30, 2023

Organization: Idaho Superintendent's Office of Public Instruction

Content and Curriculum Director: Dr. Eric Studebaker

Telephone: (208) 332-6961

Email: estudebaker@sde.idaho.gov

Program Coordinator: Danielle Taylor

Telephone: (208) 332-6984

Email: dtaylor@sde.idaho.gov

Classification: Part-Time Contract Position

Position Description: The purpose of this funding request is to fund a Statewide School Nurse Liaison to support K-12 public school nurses in Idaho. An Idaho State Nurse Liaison is needed at the state level to lead and set standards for school health and safety. District and school level nurses need a resource for practice issue questions and concerns, assistance in drafting individual district policies following standards, resource in health and safety trainings and education, to provide accountability and quality assurance that ensures student's and staff's health and safety needs are met.

Scope of Work: The Director of Student Engagement & Safety Coordination desires the Idaho School Nurse Liaison agree to perform, in addition to any other work as may be directed by the Superintendent Office of Public Instruction, the following:

I. Administrative Support

- a. Develops and manages a School Nurse List Serve in coordination with the Idaho State Department of Education (SDE).
- b. Serves and participates as the School Nurse Organization of Idaho (SNOI) liaison for the SDE.
- c. Develops content for the SDE's school nurse's webpage to be delivered no later



than January 30, 2023.

- d. Trains and supports school nurses on common data collection methods and expectations in collaboration with SDE and DHW.
- e. Actively engages and collaborates with the Blue Cross Foundation in health-related initiatives.
- f. Develops and delivers a School Nurse Survey in collaboration with the SDE.
- g. Provides consistent, timely, and relevant information to school nurses through regular communication via email, phone contact, or meetings.
- h. Provide end-of-month reports on work completed and an annual summative report on deliverables.

II. Professional Development

- a. Plans, develops, and conducts School Nurse Orientation Trainings as needed.
- b. Plans, organizes, and facilitates monthly Professional Learning Community (PLC) meetings for Idaho's school nurses.
- c. Organizes and provides focused trainings on topics that may include: Medicaid billing, trauma informed, required activities per contract deliverables, Section 504 basics.
- d. Attends monthly meetings with the Coordinator and Director to provide monthly updates on initiatives, activities, and other tasks.
- e. Provides SDE with materials developed under contract to be distributed to Idaho school nurses.

Travel is required for this position estimated at 30% of time.

This position will be working up to an estimated 20 hours per week including travel time.

Minimum Qualifications

- a. Registered Nurse
- b. Strong speaking, listening, presentation, writing, and computer skills
- c. Positive and professional attitude
- d. K-12 public school nurse experience
- e. Demonstrated ability to work with individuals from diverse backgrounds



Preferred Qualifications

- a. Delivery of professional development to adult learners/professionals
- b. Proficient with Microsoft Office Products
- c. Master's Degree

Compensation: The compensation for the above deliverables is \$40,000.00 yearly (\$38.46 hourly) and up to 20 hours a week invoiced monthly, commensurate with education and experience. This position is a 200- day contract position and the contractor will bear all costs, fees, and expenses associated with the execution of the work.

This is a contract position, the contractor will not be an employee of the SDE, and as such does not provide any employment benefits. The contractor will need to provide and show proof of Automobile liability, General Liability, and Professional Liability Insurance. A current Criminal Background Check must be provided.

**To apply, submit the following documents
to Danielle Taylor, dtaylor@sde.idaho.gov**

1. Resume
2. Cover letter that addresses all qualifications and scope of work.
3. Phone number and email address for three professional references.