

## **CONTRACT ANNOUNCEMENT**

**Position:** Idaho School Nurse Liaison (ISNL)

**Term:** July 1, 2025, through June 30, 2026

**Organization:** Idaho State Department of Education

**Student Engagement Director: Brock Astle**

Telephone: 208-332-6944

Email: [bastle@sde.idaho.gov](mailto:bastle@sde.idaho.gov)

**Program Coordinator: Katie Watkins**

Telephone: 208-332-6959

Email: [kwatkins@sde.idaho.gov](mailto:kwatkins@sde.idaho.gov)

**Classification:** Part Time Contract Position

**Position Description:** Under the guidance of the Superintendent, the Director of Student Engagement, and the program Coordinator, the Idaho School Nurse Liaison support K-12 public school nurses in Idaho. An Idaho School Nurse Liaison will lead and set standards for school health and safety. For district and school level nurses, the ISNL will provide guidance, review, support as requested by individual districts and resources in health safety trainings and education. The Idaho School Nurse Liaison will provide accountability and quality assurance that ensures students and staff health and safety needs.

**Scope of Work:** The Director of Student Engagement desires that the Idaho School Nurse Liaison perform, and the Idaho School Nurse Liaison agrees to perform, in addition to any other work as may be directed by the Superintendent of Public Instruction, the following:

### **I. Administrative Support**

- a. Manage a School Nurse List Serve in coordination with the IDE.
- b. Develop a yearly School Nurse Needs Assessment.
- c. Provide monthly online presentations to educate the K-12 community on the day-to-day duties and responsibilities of a school nurse.
- d. Train and support school nurses on common data collection methods as defined by the board of nursing.
- e. Create monthly newsletters for Idaho school nurses.
- f. Respond to Idaho school nurses via email or phone as needed.

**Debbie Critchfield, Superintendent of Public Instruction**

**(208) 332-6800 | 650 W. State St., Boise, ID 83702 | [sde.idaho.gov](http://sde.idaho.gov)**

## **II. Deliver Professional Development**

- a. Conduct a nurse bootcamp at the end of July 2025.
- b. Provide monthly online presentations to educate the K-12 community on the day-to-day duties and responsibilities of a school nurse.
- c. Attend monthly virtual meetings with the IDE program coordinator.
- d. Travel when necessary for meetings, trainings, or professional development in coordination with the IDE program coordinator.

## **Minimum Qualifications**

- a. K-12 school nurse experience
- b. Public health district and/or substance misuse treatment clinic experience
- c. Strong speaking, listening, presentation, writing, and computer skills
- d. Positive and professional attitude

## **Preferred Qualifications**

- a. Current nurse license
- b. Master's Degree and/or Bachelor's Degree

**Compensation:** The compensation for a part-time Idaho School Nurse Liaison is \$36,000. The contractor will bear all costs, fees, and expenses associated with the execution of the work.

This is a contract position and the Idaho School Nurse Liaison will not be an employee of the Idaho Department of Education, and as such shall not receive any employment benefits. The Idaho Nurse Liaison will need to obtain and show proof of General Liability and Professional Liability Insurance.

**Please submit the following information to:**

**Katie Watkins, [kwatkins@sde.idaho.gov](mailto:kwatkins@sde.idaho.gov)**

1. Resume
2. Cover letter that addresses how your qualifications and experience align with the scope of work.
3. Phone number and email address for three professional references.