

SCHOOL NURSE

JD LOCATOR: 3.18.2

Adopted: 6/91

Revised: 8/03, 5/09

REPORTS TO:	Principal and Director of Special Services
CLASSIFICATION:	Classified
FLSA STATUS:	Non-Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To evaluate the health status and provide health services to students minimizing absences due to illness. To provide a program for the promotion and maintenance of health. To provide instruction in health practices, first aid, and other related subjects. Create a climate of health and well-being in the district schools.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Provides school health services to students utilizing approved medical standards.
2. Provides emergency and non-emergency care to students and staff suffering from injury or illness. Manages and appropriately follows-up on emergency situations.
3. Participates with school staff in developing a healthy school environment. Advises on modifications to meet health needs of individual students and on health matters, particularly regarding screening for student health concerns. Helps to identify factors which may be potential barriers to the educational process.
4. Conducts and participates in screening of students as required by law (which includes medical, hearing, vision, dental, and scoliosis), and refers students for additional assessment if needed.
5. Maintains current student immunization records and cumulative health records in a timely, orderly, and confidential manner. Regularly completes reports concerning student health progress or issues, as appropriate.
6. Prepares and submits staff and student Accident Reports when needed.
7. Communicates and works cooperatively with students, staff, physicians, clinics, and other agencies on school medical matters.
8. Consults and communicates effectively with parents regarding the health of their child(ren). Interprets school health programs and policies to parents and community. Assists parents in the use of private community resources if needed.
9. Implements established procedures for the control of communicable disease within the school, taking into consideration local health department regulations. Manages the exclusion and re-admission of students with contagious diseases.
10. Effectively utilizes and supports district goals in relation to maintaining a complete and functioning health room facility. Has resources available for students, parents, and others regarding student health issues.
11. Participates in staff meetings, team and individual program planning meetings, and department meetings.
12. Participates in inservice training programs, committee meetings, and conferences regarding health service and health curriculum.
13. Assists with development and implementation of Health Care Plans for assigned students. Modifies health plans to meet individual student needs. Helps students to learn to manage their conditions and encourages an appropriate level of self-care.
14. Participates, as needed, as the health specialist on the child education evaluation team to develop the Individual Education Plan (IEP) or Section 504 Accommodation Plan.

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15. Assist school personnel in establishing sanitary conditions in schools. Informs administrators and other school personnel about health concerns.
16. Assists in the training of certified and classified staff to perform CPR/AED/First Aid procedures and maintains a record of training.
17. Reports incidents of child abuse and neglect per district and state guidelines. Makes Division of Family Services Hotline calls when appropriate.

Duties exclusive to the Head Nurse:

18. Participates in the formulation of school health policies.
19. Coordinates an orientation program for nursing personnel, develops training for new staff members as needed, and promotes ongoing consultation for such personnel.
20. Prepares and submits reports for the superintendent, director of special services, the State Board of Health, and State Board of Education.

Head Nurse Initials

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: *The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.*

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Must be a registered RN or a licensed LPN in the State of Missouri.
2. Three years of experience in school nursing or public health nursing, preferred.
3. CPR and AED training required.
4. Experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality and stays current with confidentiality requirements.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions. While performing the duties of this job, the employee is regularly required to stand, walk, run, sit, and talk or hear. The employee is frequently required to reach with hands and arms, apply pressure with fingers and/or palm, and bend, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: *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.*

Exposure to disease/pathogens; blood and bodily fluids; medications, and toxic or caustic chemicals. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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