



Job Description

Nurse - RN

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 185 Days

Experience Required: Previous nursing experience preferred.

Minimum Education Requirements: Associate degree in Nursing.

Department: Other Pupil Services Personnel.

Direct Supervisor: Director of Special Services.

Primary Work Location: School setting.

Certification: Proper Certificate in Related Field.

Job Summary: Strengthen and facilitate the educational process by improving and protecting the health status of children and staff by providing expertise and oversight of school health services and promoting health education.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide health assessments by obtaining health history, observation, and screening for deficiencies in hearing, vision, growth, and dental.
- Administer first aid and care to ill or injured students and/or staff as stipulated by written school health policies and procedures.
- Administration of medications in emergency situations, tube feedings, diabetic pumps, and asthma treatments as directed by a doctor.
- Participate as the health specialist on educational evaluation teams to develop IEP and 504 plans.
- Develop procedures and provide crisis intervention for acute injury, illness and emotional disturbances.
- Assist in the formation of health policies, goals, and objectives for the school district.
- Supervise the delegation of nursing tasks to other staff members.
- Provide guidance and counseling related to health problems.
- Prepare and submit reports for the Superintendent and the Missouri State Department of Health.
- Maintain, evaluate, and interpret cumulative health records.
- Participate as a team member on education evaluation teams to develop IEP and 504 plans.
- Serve as a resource person to the classroom teacher and administrators in health instruction.
- Coordinate school and community health activities and serve as a liaison between school, home, and community.
- Provide support for staff wellness.
- Authorize exclusion and readmission of students in compliance with Board policy on infectious and contagious diseases.
- Assist the school personnel in establishing sanitary conditions in schools.
- Participate in in-service training programs.



Job Description

Nurse - RN

- Monitor pupil immunizations as required by law.
- Maintain daily log of all children seen for health-related problems.
- Assume responsibility for maintenance of the health room, to include ordering supplies and equipment.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and practices underlying the special field of school health.
- Current trends in nursing and of literature in the fields of school health.
- State and local laws relating to health and social issues.

Skills

- Strong written and oral communications and relational skills.
- Strong organization and multi-tasking skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Communicate appropriately, collaboratively, and effectively with students, parents, administrators, and health care providers.
- Must be able to successfully complete a background investigation.
- Use sound judgement to make medical decisions for students.
- Maintain confidentiality and privacy.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.



Job Description

Nurse - RN

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date