

JOB DESCRIPTION

JOB TITLE: SCHOOL NURSE

REPORTS TO: DIRECTOR OF SPECIAL SERVICES

DEPARTMENT: PROFESSIONAL STAFF

I. NATURE AND SCOPE OF JOB:

To provide professional school nursing services and to promote and monitor wellness for CCSD#1 students and staff.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. ESSENTIAL FUNCTIONS:

1. Do health screening, I.E. vision, hearing, height, weight and dental for students and notify parents when physical exams or other health concerns are required.
2. Provide emergency first-aid for students and staff.
3. Check on immunization compliance, according to the WY Immunization Law, for all students.
4. Assumes responsibility for immunization clinics.
5. Visit students homes when deemed necessary.
6. Visit with parents regarding heal findings and/or non-compliance of immunization law.
7. Visit with staff members regarding their health concerns.
8. Participate in special education process as needed. Keep time log of services.
9. Ensure CPR & First Aid is provided in alternate years at each building.
10. Train staff in first aid and bloodborne pathogens.
11. Presentation on health and wellness for staff and students.
12. Keep accurate records on Power School and transfer those records to cumulative folders.
13. Maintain and update Nurse handbook of Procedures.
14. Promote Wellness.
15. Perform all duties as assigned.

B. NON-ESSENTIAL FUNCTIONS:

1. Serve on school related committees, task forces, etc. as requested.
2. Be a good listener.
3. Be supportive of co-workers.
4. Maintain caring relationship with students.

IV. JOB QUALIFICATIONS:

A. KNOWLEDGE, SKILLS, AND MENTAL ABILITY

1. Possess knowledge of nursing skills.
2. Possess ability to communicate with staff, parents, and children.
3. Ability to organize time and work independently.
4. Be knowledgeable of CCSD#1 policies.
5. Ability to maintain complete confidentiality.
6. Ability to change job functions on a minutes notice.
7. Knowledge of nursing terminology.

B. Education, License, Certification or Formal Training;

1. Graduate of Nursing School (for registered nurse).
2. Need to be a Registered Nurse in State of Wyoming.
3. Need to be Certified by Wyoming State Department of Education.
4. Successfully pass District Bloodborne Pathogens training.
5. Hold a valid driver's license .

C. EQUIPMENT USED:

Vision testing equipment	Audio testing equipment
Telephone	Copy Machine
Computer	TV/DVD/VCR

D. Physical Demands

1. Ability to lift and carry equipment (see above).
2. Ability to sit for long periods of time.
3. Ability to drive to different school settings.

E. ENVIORNMENTAL DEMAND

1. Ability to move from school to school.
2. Ability to work out of doors as requested.
3. Ability to cope with interruptions.
4. Ability to handle oneself in stressful situations.
5. Ability to work with different administrators.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.