

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT  
JOB DESCRIPTION

Job Title: Classified – Nurse – Part-Time

Reports To: Building Principals

Approved By: Board of Education

Approval Date: June 9, 2020

A. Role:

The part-time nurse serves in a pivotal role in providing expertise and oversight for the provision of school health services and the promotion of health education. Using clinical knowledge and judgment, the school nurse provides health care to students and staff, performs health screenings, and coordinates referrals to the medical home or private healthcare provider. The part-time nurse serves as a liaison between school personnel, family, community, and healthcare providers to advocate for health care and a healthy school environment (American Nurses Association & National Association of School Nurses [ANA & NASN], 2011).

B. General Responsibilities:

The part-time nurse is responsible for planning, implementing, evaluating, and coordinating school health services; assessing the health needs of students; complying with federal and state laws related to student health issues; providing appropriate care for ill, injured, or medically challenged students;

C. Essential Functions:

1. Conduct and perform health services and screening activities as required by law and/or board policies; notify parents when additional medical evaluation is needed.
2. Serve as liaison between student, family, and community as required.
3. Serve as a medical resource to administrators, school personnel, students, and their parents/families.
4. Maintain all health records and update cumulative record folders as required.
5. Conduct individual/classroom scalp inspection as needed at the discretion of the Principal, teacher, and nurse.
6. Inform and educate school health personnel of community health problems.
7. Provide education, counseling, training, and guidance on health-related topics for staff, students, parents, and community as needed.
8. Maintain a positive relationship with administrators, staff, parents, and students.

9. Provide emergency care for illness or injury occurring during school hours according to established school policy.
10. Keep the administration informed of changes regarding health care standards and provide recommendations as needed.
11. As warranted by the building administrator, the nurse may make home visits as required for communicable disease control and health purposes.
12. Serve as a resource person in matters pertaining to health when teachers are planning their curriculum.
13. Notify Principal or his/her designee of any student who appears to be under the influence of alcohol or drugs; assist and evaluate students as needed.
14. Inform Principal of all injuries requiring an accident report; assist in completing all accident report forms and submit to the corporation secretary.
15. Review field trip list; send first aid kit and any necessary student medications with the teacher.
16. Maintain in a professional and organized manner all facets of health clinic management including but not limited to stocking supplies and materials as needed; maintaining, reviewing, and updating all standard forms for the school health clinic; ensuring emergency medical supplies (such as Epi-Pens and inhalers) are clearly marked for school personnel).