

POSITION TITLE: Substitute School Nurse

QUALIFICATIONS: Valid Virginia nursing license. Excellent oral, written communications, organizational and public relations skills are essential. Bilingual skills to include Spanish are a plus. Must have the ability to work effectively with children, young adults, families, teachers and school administrators. Must have an understanding of public school education procedures and policies. Must have comprehensive knowledge of the coordination of health care service delivery, related service providers, and community agencies and other resource providers. Must have the ability to establish and maintain effective working relationships with others and must be adaptable to changing priorities. Must be able to work independently and to effectively handle multiple assignments simultaneously and the ability to work efficiently under minimum on-site supervision. Experience with window-based computers required. Experience with Microsoft Office/Word, Excel, PowerPoint, Internet, Intranet and E-mail applications preferred.

PERFORMANCE EXPECTATIONS: Assists coordinator of nursing, school health education committee, and administrators in developing an effective school health program. Participates in work of health education committee and serves as a health education resource person to staff and students. Prepares and distributes health topic bulletins to students, staff members, and parents. Conducts school programs of immunizations, physical examinations, and sight and hearing testing as directed by Coordinator of School Health Services. Conducts medical case finding, screening, and referral activities related to health defect of selected students. Observe students on a regular basis to detect health needs. Maintains up-to-date cumulative health records on all students. Refers parents of pupils needing medical care to appropriate private or community resources. Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by the Coordinator of School Health Services. Provides emergency nursing services for sick or injured students at school. Notifies parents of students about illnesses, physical defects and potential health problems and provides health counseling. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness. Administers first aid in accordance with established first aid procedures. Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases. Prepares mandated health and developmental workups and updates on all special education students as assigned. Provides appropriate follow through with special education students, parents and staff and appraises IEP team of medical problems of special education students as assigned. Assists with verification of selected student absences by home or telephone contacts with parents. Participates in in-service training programs. Assists school personnel in maintaining sanitary standards in schools and the identification and correction of safety and health hazards in schools. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties are typically performed in a school clinic and other school settings. Occasional lifting of objects up to 40 pounds and moving of students weighing up to 150 pounds with assistive equipment may be necessary. Occasional exposure to potentially infectious diseases and blood borne pathogens may be necessary. Occasional movement of students by wheelchair and other mechanical devices

may be necessary. Daily close and personal contact with students and regular contact with school teachers, counselors, psychologists and other specialists is necessary.

REPORTS TO: Coordinator of School Health Services

PAY SCHEDULE: Non-contracted

LENGTH OF CONTRACT: Temporary / Can be terminated at any time by Richmond Public Schools

FLSA: Non-exempt