

Title: School Nurse (FLSA Exempt)

Design and Evaluation - Assumes responsibility for the design and evaluation of the school health program services

- Develops personal goals and performance objectives for effective leadership.
- Develops and implements goals and objectives for programs and services.
- Reviews policies, procedures, and practices used in the programs and services and initiates changes which will better meet the needs of the students.
- Assists in orientation, induction, and training of designated personnel.

Leadership - Assumes leadership in directing the learning activities of students who are receiving health-related program services

- Assists school administrators and staff in developing an adequate school health program.
- Consults with physicians regarding the health needs of individual students.
- Keeps informed of current research and information as related to the program.
- Works with school personnel and community members to maximize the efficiency of services.
- Displays mastery of skills and knowledge necessary to implement program services effectively.
- Assists in the selection and assignments of appropriate personnel for effective school programs.
- Provides continuing health-related training to facilitate personnel with their work.
- Promotes professionalism and communicates the importance of education regarding health-related needs.
- Advocates for the health-related needs of all students.

Management - Initiates practices designed to maintain an environment conducive to learning

- Initiates, interprets, and disseminates guidelines related to the health program.
- Establishes a clear communication process with school administration and personnel as related to the program.
- Maintains appropriate medical records for students, including the use of designated electronic student information system(s).
- Gathers data for necessary parish, state and federal reports.
- Coordinates all aspects of the program with supervisor.
- Serves as resource person in assisting staff.
- Performs other job related activities assigned by the Supervisor or designee.

Student Services - Initiates practices designed to promote the success and well-being of students

- Coordinates health-related practices as related to the needs of all students.
- Conducts health assessments, including vision and hearing screenings, as well as immunization verifications, as required by law.
- Exhibits sensitivity, empathy, and understanding when dealing with students.
- Attends program meetings for individual students with health-related needs.
- Coordinates professional growth activities to enhance personnel's abilities to provide appropriate learning opportunities for all students.

School-Community Relations - Initiates practices designed to provide effective school/community relations

- Communicates with parents and teachers in order to provide optimum benefits for students and families.
- Works cooperatively with parents, administration, and staff to insure the most effective programming for students.
- Coordinates activities to improve rapport between program, schools, and community.
- Provides technical assistance to principals, teachers, and staff in program area(s).

Professional Development - Plans for professional self-development

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications

- United States citizen or authorized alien
- Requirements as outlined in Bulletin 746 (Louisiana Standards of State Certification of School Personnel)
- Physical and mental stamina and ability to perform job functions, tasks, and duties

Terms of Employment: To be determined by Superintendent

Reports to: Appropriate Supervisor or designee

Supervises: Assigned students

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.