



## *Job Posting*

### **JOB POSTING TO: ALL PRINCIPALS AND TEACHERS**

**POSITION:** School Nurse (RN) – SCSC

**LOCATION:** Silver Creek School Corporation

**STATUS:** Full-time

**BEGINNING DATE:** TBD (approximately May 15, 2023)

**TYPE OF POSITION:** Classified #61011

**REGULAR POSTING:** March 16, 2023 – until filled

#### **POSITION GOAL:**

Assesses, protects, and promotes the health of students (and staff) of Silver Creek School Corporation. The RN shall accept responsibility for individual nursing actions and continued competency.

#### **RESPONSIBILITIES AND DUTIES:**

- Provides oversight to SCSC LPNs in the event the Director of Health Services is unavailable.
- Performs any nursing duties needed by students (and staff) to help them maintain their health and wellbeing. Such duties may include, but are not limited to, dispensing of medication, breathing treatments, urinary catheterization, checking for head lice, dental and vision screenings, obtaining vital signs, performing first aid, and other such duties that may be needed.
- Provides basic care for presenting injuries and illness following nursing knowledge and standing orders.
- Maintains student health records, requested data, and student immunization records.
- Prepares/submits reports as required by the state board of health in a timely manner.
- Assists in maintaining student screening records, as well as assists in coordinating/scheduling services.
- Attends and actively participates in 504/IEP meetings as needed and communicates/collaborates with parents, administrators, counselors, and other vested parties to ensure all needs are met.

- Provides assistance and supervision to all students as outlined in any Individualized Healthcare Plan, as well as ensures each student has an appropriate plan on file as needed and creates said plans when needed.
- Updates any emergency/medical information as relates to students and keeps teacher and other staff informed.
- Follows requirements for confidentiality, yet communicates with those who need to be aware of health situations.
- Informs parent/guardian of any significant mishaps at school as needed, especially head and facial injuries. Provides written correspondence and/or telephone calls as needed for any health concerns, needed supplies, medication forms, etc.
- Initiate, when necessary, any Incident reporting regarding students (and staff).
- Maintain an inventory of supplies, being cost conscious and conserving resources, as well as assists with ordering stock. Ensures the appropriate procedures are followed for all orders placed.
- Arrives on time and maintains regular attendance, clean and dresses appropriately.
- Keeps clinic neat, clean, and organized.
- Adheres to Universal Precautions with personal protective equipment and use of proper hand-washing.
- Safeguards all students with cleaning protocol.
- Maintains a pleasant environment so students feel that they may come to the clinic for anything regarding their health and well-being, that staff feel welcome to send students, and that parents feel confident in the care their student is being provided.
- Follows proper procedures should an emergency occur at school.
- Other duties may be assigned.
- **Maintains SCSC core values:**
  - RESPECT: SCSC stakeholders will value and treat ALL individuals, with dignity, courtesy, and respect.
  - EXCELLENCE: SCSC stakeholders are committed to providing an exemplary education where all students excel academically, socially, and emotionally.
  - INTEGRITY: SCSC stakeholders will uphold honesty and demonstrate high moral principles through their actions.
- **Administers Medications:**
  1. Understands the medical condition being treated with the medication, has knowledge of medication, as well as possible side effects.
  2. Demonstrates safety checks to administer correct medication and dose to correct student at correct time via the correct route.
  3. Documents the administration of medications appropriately.
- **Diabetic Students:**
  1. Provides assistance and supervision to diabetic students as outlined in the student's Individualized Health Plan/MD orders. Implements care and services including, but not limited to:
  2. Supervises blood sugar checks

3. Provides hypoglycemia and hyperglycemia interventions
4. Supervises ketone checks
5. Counts carbohydrate grams for students
6. Utilizes dexcom or similar device if applicable
7. Supervises self-administration of insulin and pumps or administers insulin
8. Provides Emergency diabetic care

**LICENSE/EDUCATIONAL REQUIREMENTS:** Required: Associate's Degree or higher from an accredited school of nursing, with an active Indiana RN license. CPR/AED certified. Minimum of 3 years of experience in a school clinic preferred.

**PLEASE SUBMIT THE FOLLOWING:**

- [APPLICATION](#)
- LETTER OF INTENT
- RESUME
- 3 REFERENCES

Casey Drane, Director of Health Services  
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Respectfully,

Dr. Chad Briggs  
Superintendent

Respectfully,

Elizabeth Miller  
Director of Human Resources