

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: DIRECTOR OF NURSING**

**QUALIFICATIONS:**

1. Minimum of Bachelor of Nursing degree or 10 years of school nursing experience
2. Current R.N. License supplemented by a minimum three years of nursing experience.
3. Thorough knowledge of and proficiency in the methods, techniques, and procedures used in nursing practice.
4. Current CPR certification.
5. Good communication skills: ability to work with students, faculty and general public in a diplomatic, friendly, and efficient manner.
6. Sincere desire to work with children/adolescents in the school setting.

**REPORTS TO:** Executive Director of Student Services

**JOB GOAL:** Assist in providing the fullest possible educational opportunity for each district student by minimizing absence due to illness, promoting a climate of health and well-being in district schools, and treatment of health related issues.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee/maintain health records of students to include immunizations, screening programs, height and weights, medication administration, and health conditions.
2. Oversee/maintain and update students' emergency information yearly. Develops emergency action plans as needed.
3. Prepares health care plans for significant health problems and advises teachers of special care needs.
4. Performs screening programs to identify problems with vision, hearing, scoliosis, and dental.
5. Completes an annual audit of health records for immunization compliance.
6. Writes letters to parents to inform them of immunization needs, exclusion letters to those in non-compliance and referral letters to parents regarding vision, hearing, and scoliosis. Assists parents with access to available resources as needed.
7. Prepare annual health reports as required by the District and State.
8. Maintains log of health room visits.
9. Train, prepare and file incident or accident reports for students and staff.
10. Assesses student illnesses/injuries, makes decisions in terms of immediate care and disposition.
11. Performs physical assessments to evaluate student complaints, makes appropriate referrals, and provides follow-up care.
12. Administer medications and treatments as prescribed by policy.
13. Enforces school policies regarding exclusion and readmission of students from school due to infectious and contagious diseases as recommended by the State Department of Health. Reports illnesses to the local Health Department as mandated.
14. Provides service to school staff by providing care of emergencies, illness, blood pressure monitoring, and serves as a resource for health and wellness issues.
15. Participates in the development and implementation of health curriculum.

16. Assist school personnel in maintaining sanitary standards/universal precautions in schools
17. Coordinate flu shot clinics for the district.
18. Represent the nursing staff on appropriate district wide committees.
19. Coordinate calibration of district utilized devices.
20. Compile and submit the annual State immunization report.
21. Complete the online staffing updates, student outcomes, and special needs report with the State.
22. Monitor expiration dates of epi pens and AED.
23. Coordinate and fill all summer school nursing needs and provide necessary training.
24. Coordinate and plan all nursing training for the district.
25. Review and submit all Staff Emergency forms.
26. Request annual standing orders from a local physician.
27. Responsible for recommending substitute nurses for the district.
28. Performs other duties/responsibilities as assigned by the Executive Director of Student Services.

PHYSICAL DEMANDS: Must be physically able to lift a minimum of 50 pounds, to stoop or bend, to respond to emergencies in a timely manner to any location on the school campus, including playground, practice fields and school buses, and to perform CPR on a student or adult.

TERMS OF EMPLOYMENT: 12 months as per School Board Policy GDBDA

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by Executive Director of Student Services

PAYSCALE: Classified Salaries Exempt Scale

APPROVED BY SCHOOL BOARD: June 24, 2021