BUTLER COUNTY SCHOOLS

SCHOOL NURSE

JOB DESCRIPTION

QUALIFICATIONS:

(1) Current unencumbered Alabama RN (Registered Nurse) license.
(2) Associate's degree or Bachelor's degree from an accredited nursing school.
(3) Minimum of three (3) years successful experience in pediatric, public health, or school nursing preferred.
(4) Current CPR certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Ability to demonstrate effective skills of listening, speaking and writing. Ability to work with school personnel, parents, children and agencies.

REPORTS TO:

Principal/Designee & Lead Nurse

JOB GOAL

To promote and assist with the medical welfare of the students so that all may perform to the extent of their abilities.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

* (1) Prepare the school clinic area for use, assuring safety, cleanliness and adequate stocking of supplies.
* (2) Assist health professionals to assure smooth traffic flow during scheduled school health clinics.
* (3) Assist health professionals to perform and document required screenings.
* (4) Maintain a clinic log of clinic visits by students with appropriate descriptive information.
* (5) Contact parent/guardian as needed.
* (6) Perform pediculosisand scoliosis screenings.
* (7) Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.
* (8) Administer CPR if indicated in emergency situations.
* (9) Assist students with required medications documenting according to established guidelines.
*(10) Support and participate in health screening activities, special clinics and staff meetings as directed.
*(11) Administer medications following school and county policies.
*(12) Review health records and immunization for compliance.
*(13) Counsel students and parents concerning health problems.

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SCHOOL NURSE (Continued)

*(14) Establish safe clinic procedures.
*(15) Maintain a current list of students with acute and/or chronic conditions.
*(16) Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
*(17) Serve as a health liaison between home and school.
*(18) Provide referral and follow-up of identified health problems when appropriate and report communicable diseases to appropriate agencies.
*(19) Assist school personnel with completion of incident/accident reports.
*(20) Maintain a cooperative working relationship with appropriate governmental agencies.
*(21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
*(22) Follow attendance, punctuality and proper dress rules.
*(23) Ensure adherence to good safety standards.
*(24) Maintain confidentiality regarding school/workplace matters.
*(25) Model and maintain high ethical standards.
*(26) Demonstrate initiative in the performance of assigned responsibilities.
*(27) Maintain expertise in assigned area to fulfill project goals and objectives.
*(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(29) Keep supervisor informed of potential problems or unusual events.
*(30) Respond to inquiries and concerns in a timely manner.
*(31) Serve on school/system committees as required or appropriate.
*(32) Exhibit interpersonal skills to work as an effective team member.
*(33) Demonstrate support for the school system and its goals and priorities.
*(34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
*(35) Prepare all required reports and maintain all appropriate records.
*(36) Participate in cross-training activities as required.
(37) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 04

*Essential Performance Responsibilities

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