

**Monroe-Gregg School District
Role Description**



Job Title: Nurse

Location: Elementary, Middle, or High School

Job Group: Classified- Exempt (184 Days)

Reports to: Principal

The school nurse is responsible for planning, implementing, coordinating, and evaluating school health services that maximize the quality of in-class time by minimizing health problems that impair learning to achieve the highest degree of independent functioning possible. Weekly service hours are forty (40) hours per week.

Essential Responsibilities:

- Directs healthcare services using professional nursing judgment without direct supervision.
- Serves as a healthcare consultant for school personnel, students, and their families.
- Provides professional health leadership to administrators and school staff.
- Administers basic health care and first aid to provide appropriate care for ill, medically fragile, or injured students.
- Conducts programs and/or activities (hearing, vision, color vision, immunization review, dental, etc.) for the purpose of ensuring compliance with government mandated requirements.
- Collaborates with administration to design health maintenance plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information, and complying with legal requirements.
- Implements communicable disease control in the school, including monitoring, surveillance, and participating in disease prevention and outbreak management within the school.
- Reports students with reportable contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
- Develops a system for the identification and daily monitoring of students with special health care needs.
- Trains school personnel on health services related to their students with special health care needs including but not limited to ADHD, epilepsy, diabetes, and allergies.
- Maintains health care plans, medical emergency contact information, and immunization records of all students for the purpose of ensuring compliance with law and providing information required for out of district transfers of records as needed.
- Monitors all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with law. Keeps inventory of such medicated in a properly secured area in the school clinic.
- Reports suspected child abuse for the purpose of ensuring compliance with all related requirements of the law.
- Responds to medical emergency situations for the purpose of addressing immediate safety concerns.
- Coordinates the establishment, review, and implementation of school health/services policies and procedures.
- Participates in the development of the school's emergency health and crisis plan.
- Maintains records of all faculty/staff medical emergency information and contacts.
- Completes all employee injury reports for worker's compensation claims and notifies administration timely.
- Assumes responsibility of keeping informed of current changes and trends impacting school nursing practice.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains positive professional relationships with staff, students, parents, and administrators.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Completes safety training and drills to remain knowledgeable of responsibilities in the event of an emergency.
- Complies with all district policies and procedures.
- Communicates regularly with administration regarding health issues and concerns.
- Other duties as assigned by the principal or superintendent.

Essential Qualifications:

- High school diploma or equivalent.
- The district must employ at least one (1) registered nurse who holds a bachelor of science in nursing.
- Current CPR, AED, and first aid knowledge/certification as appropriate.
- Must meet all qualifications set forth by the Indiana Department of Education.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

The physical demands described are representative of those that must be met to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and walk.
- Consistent requirements to hear, read, speak, smell, reach, stretch with hands and arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard nursing supplies is needed.
- Specific vision abilities required include close vision, depth perception, and ability to adjust focus for observing patient conditions and administering appropriate treatment.
- Must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds.

Environmental Conditions:

Duties are performed in a school clinical and classroom environment. Work is performed under a fast-paced sometimes stressful environment requiring adherence to multiple priorities. The noise level is moderate. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals. Occasional interaction among unruly students/adults is possible.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.