



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## School Nurse

(Rev. 12/17/2012, Rev. 04/28/2016)

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<u>Qualifications:</u>	As set by State Certification Agency
<u>Reports To:</u>	Director of Athletics
<u>Supervises:</u>	Students as Directed
<u>Job Goal:</u>	To plan and conduct a total health program for students in accordance with state law/regulations and Board policy.

### Performance Responsibilities:

1. Assess the physical well-being of the pupils in terms of developmental and present health status.
2. Coordinate the health referral process and communicate health findings to appropriate persons and/or agencies.
3. Provide health counseling for pupils, parents and staff.
4. Maintain a comprehensive health history appraisal record system.
5. Provide direct health care services to pupils and staff.
6. Maintain an adequate communicable disease control program, in accord with state law and regulation.
7. Participate as a member of the "Child Study Team" of the district.
8. Consult with staff regarding modification or change in the educational environment necessitated by the pupils' developmental or health status.
9. Participate in the health education program by providing health instruction and in-service education.
10. Initiate, facilitate and maintain liaison between the school and community health agencies.
11. Disseminate information on health careers upon request.
12. Provide reports and information as required by the state or the local Board of Education.
13. Implement policy on exclusion and re-admission of students in connection with infectious and contagious diseases.
14. Assist school personnel in establishing sanitary conditions in the school.
15. Participate in in-service training programs.
16. Uphold and enforce school rules, administrative regulations and Board policy.
17. Maintain familiarity with current trends and practices in the field of school health and continuously improve professional competence through in-service programs, performance evaluations and the individual professional improvement plan.
18. Participate as a member of the Core Team.
19. Assists school physician and athletic trainers with physicals on all new students and sports candidates.
20. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

### Employment conditions:

Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Professional Staff
Pay Grade/Compensation Structure:	G10



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Evaluation:  
Job Code:

In accordance with Board policy  
3115