

**TITLE:** SCHOOL NURSE SUPERVISOR/HIGH SCHOOL NURSE

**QUALIFICATIONS:** 1. Current Missouri license to practice as a registered nurse.  
2. Five years general nursing practice.

**REPORTS TO:** Assistant Superintendent, Building Principal

**JOB GOAL:** To facilitate the greatest educational progress for all students by promoting and maintaining an optimal level of wellness for students and staff members and by minimizing or removing health-related barriers to learning for individual students.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in or designates staff to assist the enrollment process for kindergarten and transfer students by obtaining health information and determining compliance with the state's current immunization requirements for school attendance.
2. Collects health information about each student in a continuous and systematic manner by interviewing the parent or student, reviewing health records, observing the physical status of the student, and conducting appropriate health screenings (vision, scoliosis, pediculosis, etc.)
3. Identifies existing and potential health problems that may interfere with learning by comparing individual student health information to accepted norms and standards.
4. Notifies parents of suspected health problems that are detected at school and encourages correction or modification.
5. Confers with school personnel and parents about students with specific health needs, develops individualized plans for health care at school, and recommends modifications to the educational program to facilitate learning for those students.
6. Initiates a written cumulative health record with complete immunization dates upon enrollment, updates it as health information or screening results are received, and reviews it at least annually to determine if health-related problems exist that may interfere with the ability to learn.
7. Organizes in a readily accessible location in each building current emergency information (including names and phone numbers of designated contact persons and health care providers) on students and staff members.
8. Records all student visits to the health room including reasons for the visit, assessment of the problem, measures taken to address the situation, and the disposition of the student.
9. Prepares required health-related reports, including the annual immunization report for the Missouri Department of Health.
10. Protects confidentiality of individual student and employee health information by allowing only authorized individuals access to personal health records.
11. Monitors the status of student immunizations for compliance throughout the school year, notifies parents of deficiencies that prevent students from enrolling or continuing in school, and informs the building principal of non-compliant students that must be excluded.

12. Complies with the legal requirements and recommended guidelines for the safe storage, proper administration, and adequate documentation of medication required by students during school hours.
13. Follows current state recommendations and district policies regarding the exclusion and readmission of students and employees with communicable diseases.
14. Evaluates students and staff members who become ill or injured at school according to established guidelines and provides appropriate treatment, first aid, or emergency care.
15. Provides Worker's Compensation Authorization for Treatment forms to injured employees and directs their care in accordance with district Worker's Compensation policies and procedures.
16. Records significant injuries on accident report forms, identifies potential safety and health hazards in the school environment, and encourages the elimination of preventable problems.
17. Notifies the building administrator of suspected abuse or neglect, documents relevant information, and shares pertinent facts with officials during investigations.
18. Serves as a resource person for health education by providing reference materials and explaining health information to personnel and students upon request.
19. Encourages employee and student wellness by clarifying relevant information about specific health concerns and offering guidance in making responsible personal health decisions.
20. Collaborates with school administrators and other nurses in the district to develop, review, and revise health service goals, policies, and procedures that are in compliance with state requirements and that address the existing needs and identify the future needs of the students and the district.
21. Communicates effectively with students, parents, personnel, and administrators.
22. Complies with district policies, governmental guidelines, and legal requirements pertaining to school nursing practice.
23. Improves the quality of school health services by participating in educational opportunities (when available) to increase and update nursing knowledge and skills.
24. Collaborates with school administrators and other nurses in the district to obtain data required to complete the annual program evaluation of the district's health service program for presentation to the West Plains R-VII Board of Education.
25. Serves as chairperson of the district's Wellness Committee.
26. Other duties as assigned by supervising administration.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Personnel.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(School Nurse Supervisor/High School Nurse)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Assistant Superintendent)