

JOB TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Valid license to practice as a registered nurse
2. Two years of experience in public health nursing preferably in a school district.
3. Basic First Aid and CPR training.

REPORTS TO: School Nurse Supervisor and Building Principal

JOB GOAL: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates knowledge of basic first aid and safety procedures
2. Demonstrates knowledge of CPR, Heimlich maneuver and other emergency procedures
3. Aids in prevention and control of communicable diseases
4. Maintains a calm environment during emergency situations
5. Inventories and orders medical supplies
6. Informs principal of severe injuries, accident-prone areas and serious health concerns within the school and its environment
7. Demonstrates knowledge of appropriate screening procedures and equipment used for scoliosis, blood pressure, height, weight, vision and hearing
8. Schedules and completes screening procedures
9. Refers parents to appropriate community agencies based upon the screening results
10. Contacts parents for follow-up about screening results as needed
11. Listens to, gives medical advice and psychological support to student health concerns including pregnancy, sexual activity, eating disorders, and drug and alcohol abuse
12. Maintains current knowledge of medications, side effects, storage, preparation and administration
13. Teaches safe administration of medications to designated personnel
14. Demonstrates knowledge of current medical equipment and procedures for all students
15. Administer medications in a safe, controlled environment
16. Monitors student compliance with state immunization laws
17. Maintains accurate and current health information on all students to ensure the timely management of incoming and outgoing records
18. Provides medical information regarding students health history to principal and staff
19. Provides medical information regarding medication to local physicians and agencies

20. Contributes appropriate medical information toward Special Service I.E.P.'s
21. Makes parent contact about student's frequent physical complaints and/or frequent trips to nurse's office
22. Makes home visits when indicated
23. schedules and attends parent conferences for student health problems
24. Initiates referrals and follow-up relevant to the student's health needs
25. Reports suspected child abuse to the state hot-line
26. Demonstrates knowledge of subject information
27. Provides classroom presentation upon teacher requests
28. Demonstrates knowledge of obtaining outside resources
29. Provides individual health instruction
30. Provides information and/or materials to parents about various health concerns such as head lice, pink eye, chicken pox, etc.
31. Helps formulate school health policies
32. Upholds school board policies regarding health matters
33. Serves on committees to review school health curriculum
34. Other duties as assigned

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)

Signed: _____ Date: _____
(Assistant Superintendent)