

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel: Selection

Section Title: Statement of Guiding Principles - Job Descriptions

Sub-Section No. 400a

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TITLE: SCHOOL NURSE

QUALIFICATIONS: Idaho Pupil Personnel Services Certificate with School Nurse or Interim School Nurse Endorsement

REPORTS TO: Superintendent or designee

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

JOB RELATED FUNCTIONS:

Directed activities shall include but not be limited to the following:

1. Coordinate school health services to include immunizations, visual screening, scoliosis screening and health educational films.
2. Make necessary referrals for medical and/or dental care following a careful observation to detect health needs.
3. Develop and follow a regular schedule for weekly school visits.
4. Authorize exclusion and readmission of students in relation to infections and/or communicable diseases.
5. Maintain up-to-date parent provided health records for each student.
6. Lead Nurse to prepare and submit reports to the superintendent, State Department of Education, and State Board of Health as requested.
7. Assume authority in the absence of a physician for the care of a student or staff member who has suffered injury or emergency illness.
8. Make necessary home visits as referred by school administration.
9. Participate and attend committee meetings and conferences regarding health services.
10. Act as an advisor on health matters and consultant for health education.
11. Support and work toward the achievement of the district goals and the school improvement goals.
12. Be familiar with and adhere to Post Falls School District policies.
13. Perform other duties that may be assigned by the supervisor.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board of Trustees.

EVALUATION:

Performance of this job will be evaluated annually by the immediate supervisor.

Amended: 4/14/97

Reviewed 2011, 2022