

**ST. MARY PARISH PUBLIC SCHOOLS
SCHOOL NURSE JOB DESCRIPTION**

POSITION: School Nurse

QUALIFICATIONS: Current Louisiana licensed Registered Nurse.

REPORTS TO: Supervisor of Child Welfare and Attendance, Facilitator of School Health and Nursing, and Principal

TERMS OF EMPLOYMENT: 9-Month (182 Day)

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule and aligned to the teacher pay scale.

OBJECT/FUNCTION: 118/2134

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

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

PERFORMANCE RESPONSIBILITIES:

1. Keep informed of rules, trends, and developments in school nursing and regulations of local and/or state health services, laws and/or policies that may affect the well-being of students and employees.
2. Establish routine visits to schools assigned.
3. Responsible for daily, monthly, and yearly reports of work activity and any other data required content by the State Department of Education or the Louisiana Department of Health and Hospital Office of Public Health-Regional Office.
4. The school nurse will review and assess the need for medication in the school setting with the parent and monitor the student throughout the school year. Implement the state mandated medication policy by training, delegating, and supervising the personnel involved.
5. Check immunization records of all students. Notify the parents of needed vaccines, refer to the proper resource, and follow up on referrals. Update Louisiana Immunization Network System (LINKS) school health module with current student records.
- ~~6.~~ Performs general health assessments for communicable diseases as outlined by the district policy and Regional Office of Public Health Manual for School Health programs.
7. Perform vision screening of all PK, K, 1, 3, 5, 7 and 10 grade students. Notify the parents of results after a second screening, refer to the proper resource, and follow up on referrals.
8. Perform hearing screening on all PK, K, 1, 3, 5, 7 and 10 grade students. Notify parents of results after a second screening, refer to the proper resource, and follow up on referrals.
9. Perform annual school screening required for all students. Notify parents of results after a screening, refer to the proper resource, and follow up on referrals.
10. Assess students for health needs at school and actively follow up all students with an Individual Health Plans (IHP) or health referrals.
11. Adjust student individual health plans as needed throughout the school year with physician orders and parental consent and make home visits when necessary to assist with transition back to school or with the student individual accommodation plan with the School Building Level Committee.
12. Conduct nurse-teacher conferences as indicated to update school staff or trained unlicensed assistive personnel (UAP) on student health needs and changes in individual health plans.
13. Conduct nurse-parent conferences as indicated to update student's health needs or change individual plans.
14. Serve as the health resource contact person to school administration or school staff to meet the health needs of students.
15. Serve as a liaison between the parent, the school, and the health community.
16. Serve as a resource contact person to the school health education program and teach students about current healthcare needs based on current standards of practice.
17. Offer health counseling at all grade levels to assess student's health needs during the school year.
18. Maintain complete records on all school nursing activities using the approved electronic documentation system.
19. May assess an environmental appraisal of the school site for health and safety as the need arises.
20. Obtain a health and developmental history of all new enters at Pre-Kindergarten, Kindergarten, and first grade levels.
21. Assist with dental education programs and screen for dental problems when feasible. Refer to appropriate healthcare provider.
22. Assist with the school crisis response team at assigned schools for student in emergency health plans or accident situations during the school day.

23. Assess and refer to the Office of Family Services on suspected cases of child neglect and/or abuse.
24. Provide for special procedures as the need arises by training, delegating, and supervising personnel. (i.e. CIC, Gastrostomy feedings, Tracheotomy care).
25. For all Special Education Students:
 - a. Review medical records.
 - b. Evaluate and assess physical and medical needs of students requiring non-complex procedures (diapering, tube feedings, suctioning, tracheostomy care, catheterization, oxygen administration, colostomy care, blood sugar monitoring, postural drainage, and percussion.)
 - c. Ensure that appropriate physician orders and parent's request for all medications and health procedures to be performed at school on students requiring health services are completed and recorded as mandated by state and parish guidelines.
 - d. Perform a health assessment and provide a "Brief Medical History" written narrative within WebPams. Make home visits as necessary.
 - e. Make every effort to attend all IEP conference meetings of students with stated health issues and develop an IHP, ensuring schools and special education have the most current health plan. When attending an IEP is not possible and there are known health issues, make every effort to connect with the parent/guardian to ensure that the health information is up-to-date prior to the IEP/504 meetings.
26. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
27. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the teacher will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE: _____ DATE: _____