

## **YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** School Nurse

**TITLE OF SUPERVISOR:** Superintendent/School Administrator

**GENERAL RESPONSIBILITIES:**

The major focus of school nursing services is the prevention of illness and disabilities and the early detection and correction of health problems.

The school nurse promotes and protects the health status of students and staff through functions in all areas of Coordinated School Health.

**SALARY:** Salary is reflective of the Yazoo County School District salary schedule.

**MINIMUM QUALIFICATIONS:**

1. Possess a valid Mississippi Registered Nurse License from the Mississippi State Board of Nursing
2. Preferred but not Required: Possess a minimum of one year of work experience in the health care area
3. Possess current CPR certification
4. Possess component verbal, written, organizational, and communication skills; as well as the ability to manage time for maximum productivity

**DESCRIPTION OF DUTIES:**

1. Establish and maintain a comprehensive school health program that promotes health and prevents illness and injury
2. Administer first aid to students and staff members
3. Evaluate students' complaints of illness and make decisions about them utilizing district policies and procedures as well as Mississippi State Board Policy of Nursing
4. Collect information about the health and development of students in a systematic and continuous manner
5. Monitor compliance with immunization requirements:
  - (a) Understand state laws, regulations, and rules that require schools to

- collect immunization history
  - (b) Notify parents when students need to acquire additional vaccinations
  - (c) Report immunization data to local and state level agencies as required
  - (d) Serve as a resource to families regarding where immunizations may be obtained
6. Make referrals to health agencies when appropriate:
    - (a) Establish a network of support services outside the school where students, staff and families can be referred
    - (b) Coordinate school and community health activities and serve as a liaison between the home, school, and community
  7. Participate in a health instruction program:
    - (a) Serve as a resource person to the classroom teacher and administrator in health instruction
    - (b) Provide for both formal and informal health education/counseling for students, parents, and staff
  8. Plan, implement, and supervise school health screening programs (vision, hearing, etc.) in accordance with state and district requirements and recommendation
  9. Alert school administrators to health trends, problems, and concerns
  10. Participate as the health team specialist on the multidisciplinary education evaluation team as well as the Individual Education Plan team to develop and implement the Individual Education Plan (IEP) document
  11. Plan and implement school health management protocols for the child with special health needs, including the administration of medicine when all proper forms and documentation have been submitted
  12. Secure parent permission and physician authorization for medication administration in accordance with school board policy and procedures and Mississippi State Board of Nursing policies and procedures
  13. Promote, monitor, and assist students in the control of communicable diseases
  14. Order and maintain adequate supplies in the health office and maintain all equipment in good repair
  15. Review, revise, and implement emergency policies and procedures, including in-service health and safety programs for school personnel
  16. Report suspected cases of child abuse and neglect according to state laws and school district guidelines
  17. Maintain student confidentiality
  18. Conduct oneself in a professional, ethical and responsible manner as

well as maintaining a friendly atmosphere

19. Provide health services to schools (in addition to regularly assigned schools) when a staff nurse is ill or absent from duty
20. Prepare and submit reports as required or requested by the superintendent or his designee
21. Maintain professional competence through in-service educational activities or in self-selected professional growth activities relevant and appropriate to job description
22. Provide faculty and staff with in-service training programs on health-related topics, concerns, and/or problems
23. Attend, when necessary, relevant and appropriate training meetings sponsored by the Mississippi Department of Education and the Office of Healthy Schools
24. Work cooperatively and comply with all school board and administrative policies and procedures

**Additional Duties and Responsibilities:**

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the Superintendent.

