



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	School Nurse
Department / Location:	School Building
Reports to:	Building Principal & Director of Student Services
Employees Supervised:	Health Assistants
Classification:	School Year
Status:	Exempt
Created / Revised:	July 1, 2025
Board Approved:	August 12, 2025

Position Summary

Under the direction of the Building Principal and Director of Student Services, the School Nurse provides appropriate care to students with health needs, and refers students to health care providers for further care, as necessary. This position is also responsible for promoting the health of students through prevention, case finding, early intervention and remediation of specific health problems.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide a nursing diagnosis, assessment and treatment of students
2. Train staff in response to student emergencies.
3. Administer and record daily prescription medication to students.
4. Administer over the counter medications to students and staff as necessary, and assess for acute illness.
5. Act as a health care educational resource for students and staff.
6. Administer first aid for minor injuries.
7. Provide immediate emergency care for major injuries.
8. Contact emergency personnel for immediate transportation for major injuries and communicate with families and physicians.
9. Provide training, support and care for students with chronic or acute health

- problems.
10. Maintain communication with parents regarding chronic or acute health conditions of students.
 11. Inform and train staff of students with special health problems.
 12. Coordinate with Social Services to identify families of children with special needs and provide ongoing support.
 13. Initiate, maintain and update student health records.
 14. Document vision and hearing screening results. Notify parents as needed if follow up is recommended.
 15. Document immunization updates and notify parents of immunization needs in accordance with state health regulations.
 16. Compile and document visits to health offices, medication administered and incidence of illness.
 17. Provide assistance with prevention and control of communicable diseases per CDC and PHMDC guidelines. Communication with Public Health as needed for reportable communicable diseases seen at school.
 18. Conduct screening of students for health problems.
 19. Respond to questions on health care and advise on the need to contact family health care providers.
 20. Complete State Annual Immunization Report and submit to the Wisconsin Department of Health.
 21. Attend meetings with teachers and administrators regarding student problems and needs, and offer medical expertise and opinions as necessary. Initiate Individual Health Plans as needed for students with health concerns.
 22. Maintain a Section 504 Plan case load for students with special needs as required by the American Disabilities Act and submit records to Student Services Department.
 23. Maintain appropriate certifications and training hours as required.
 24. Comply with applicable district, state, local and federal laws, rules and regulations.
 25. Regular and predictable attendance.
 26. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Knowledge of district and department policies, procedures and guidelines pertaining to areas of responsibility.
2. Knowledge of data privacy and confidentiality laws as defined by HIPAA or PHI.
3. Knowledge of administrative procedures.
4. Knowledge of nursing procedures, practices and policies.
5. Knowledge of disabilities and medical conditions.
6. Knowledge of medications, side effects, indications and contraindications.
7. Knowledge of laws, rules and regulations governing students with disabilities in Wisconsin Public Schools, and local rules and regulations governing services to students with disabilities.
8. Knowledge of first aid and CPR.
9. Knowledge of resources available to patients with health care issues.

10. Knowledge of health care screening procedures.
11. Knowledge of communicable diseases and prevention.
12. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
13. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
14. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.
2. Exposure to disagreeable odors, communicable diseases, bodily fluids, and biohazardous materials possible.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
4. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
5. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
6. Must be able to review written materials in print and electronic formats.
7. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Previous nursing experience preferred.
2. CPR / BLS certification required

Licenses and Certifications

1. Valid Registered Nurse License in the state of Wisconsin required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.