

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DISTRICT REGISTERED NURSE (RN)

QUALIFICATIONS:

- (1) Registered Nurse or Licensed Practical Nurse. Master's degree preferred.
- (2) Current Florida RN license.
- (3) Valid Florida Driver's License.
- (3) Current certification in First Aid and CPR.
- (4) Three (3) years experience in a school or hospital setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to observe students for development and health patterns, and use considerable knowledge of child growth and development, medical disorders, and treatment in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within State law and Board policies. Ability to file appropriate forms for Medicaid billing. Ability to administer acute care to individual students with disabilities. Use computers and related software with proficiency. Use confidentiality in all matters according to HIPPA. Ability to communicate well in all areas; proficiency in written and spoken English. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.

REPORTS TO:

Director of Student Services or designee

JOB GOAL

To coordinate, strengthen, and facilitate a school health program including delivery of services to students and staff members in order to enhance health and wellness of the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state Board of Education policies and procedures, and Florida State law regarding nurse practice.

SUPERVISES:

LPN'S, RN'S, and school-based health assistants as directed.

PERFORMANCE RESPONSIBILITIES:

- * (1) Supervise Licensed Practical Nurses (LPN), and Registered Nurses (RN) and school-based health assistants for the purpose of ensuring efficient and effective functioning School Clinics.
- * (2) Participate in the development of Individual Student Health Care Plans and Emergency Care Plans written by school nurses for individual students, and review, update as needed, and approve care plans.

SCHOOL NURSE (Continued)

- (3) Assess the needs of the school nurses and provide support and improvement measures as needed. Recommend corrective action as needed.
- (4) Orient and instruct new health-related employees.
- (5) Act as the liaison between the school nurse and outside medical providers, agencies and offices.
- * (6) Develop positive working relationships.
- * (7) Coordinate and conduct required health screenings, as well as provide training to volunteers and identified staff as needed to complete screenings.
- * (8) Review health and immunization records for compliance.
- (9) Counsel Meet with students, and parents and medical providers concerning health problems.
- (10) Complete home visits as needed.
- (11) Provide in-service for school staff.
- (12) Provide health education for students in the classroom and on an individual basis.
- * (13) Plan and implement procedures for the chronically ill, including catheterizations, nebulization and gastro-internal feeding.
- (14) Participate in ESE meetings and 504 meetings for students, if required.
- (15) Represent the district at meetings with outside health agencies.
- (16) Coordinate and facilitate services between the school, local health agency, and other community resources.
- * (17) Complete state and local reports as required.
- * (18) Serve on the School Health Advisory Committee (SHAC).
- * (19) Provide health review and services as needed to students identified as Families in Transition Students (FIT).
- (20) Perform other tasks consistent with the goals and objectives of this position as needed and/or as directed by supervisor.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light to Heavy Work: Exerting up from 20 to 100 pounds of force occasionally and/or up to 10-50 pounds of force as frequently as needed to lift students and move objects or equipment.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement Code 1

SCHOOL NURSE (Continued)

Flagler Schools Strategic Framework – Student & Community Engagement

Salary Lane: Professional PAL3

Approved 06/19/2018

Revised and Approved 8/26/25