Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Senior School Nurse (RN)**

Qualifications:

Credentials: Registered Nurse License/Standard Certificate by the State of Oklahoma

Education: Diploma in Nursing, Associates Degree in Nursing with a Bachelors of Education within 10 years

Training/Experience Required: Minimum of 3 years directly related nursing experience preferably in a pediatric environment.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Includes some administrative supervision of the district's nursing program.

Reading and Interpreting: Reads and interprets written or printed materials such as medical records/charts, diagrams, instruction material.

Tools and Equipment Usage (other than keyboards, or office machines): Uses specialized equipment with expertise acquired through extensive experience and/or training. Must be familiar with and use universal precautions.

Job Goal (Purpose of Position): Performs professional level nursing duties under minimal supervision to improve or maintain the general health and welfare of students and those involved with students to facilitate optimal learning. Assists the Assistant Superintendent with some administrative duties for the nursing program.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with other members of the staff, medical community, and public to determine actual information needed.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to work with the school, families of students and medical professionals. It requires following health and safety guidelines and policies in order that students and others including self are protected from accidents or injury. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are critical to the success of the position.

Essential Job Functions (Performance Responsibilities):
1. Assists the Assistant Superintendent with some administrative duties for the nursing program which involves some technical knowledge as well as administrative knowledge of nursing. Assists Board with developing policies and procedures as it pertains to the nursing program.

2. Assumes responsibility for the health programs and related needs of the students.

3. Participates in placement meetings when appropriate.

4. Conducts health screenings and makes appropriate referrals.

5. Reports to parents and school personnel information pertinent to health care.

6. Administers medications in accordance with Board policy.

7. Attends meetings and conferences regarding health services.

8. Authorizes exclusion and readmission of students with infectious and contagious conditions.

9. Prepares and submits reports as necessary.

10. Performs other duties as assigned by the Assistant Superintendent.

Supervision exercised: An incumbent does not directly supervise other staff members, but indirectly supervises the nursing program with the Assistant Superintendent.

Site: Various

Reports To: Superintendent or Designee

Physical/Mental Requirements and Working Conditions:
Employee's job requires frequent carrying/lifting of up to 50 pounds to transfer student and carrying equipment for treatment sessions to various sites. Employee must possess manual dexterity/visual ability to operate vehicle, get to the various sites, and properly use/apply other nursing supplies/equipment effectively. Employee must possess hearing/speaking ability to communicate with staff, patients, etc. Employee must use due concern to prevent the spread of infection.

Terms of Employment: In compliance with Negotiated Contract and/or State Law.

Salary: To be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with Board policy.