

SCHOOL NURSE

POSITION TITLE:

School Nurse

PRIMARY FUNCTION:

To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the school system.

KEY DUTIES:

1. Conduct school health services, including screenings for hearing and vision.
2. Assume responsibility for selection and referral of students in need of medical and dental care.
3. Report to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
4. Maintain up-to-date cumulative health records on all students.
5. Monitor students on a regular basis to detect health needs.
6. Assume authority, in the absence of a physician, for the care of a student who has suffered injury or emergency illness.
7. Participate with school staff in developing and implementing a total school health program.
8. Contact homes of children referred by principals.
9. Prepare and submit reports for the superintendent and State Board of Health.
10. Recommend exclusion and readmission of students in connection with infectious and contagious diseases.
11. Advise teachers on health matters, particularly regarding screening for student health defects.
12. Assist school personnel in establishing sanitary conditions in school.
13. Attend committee meetings and conferences regarding health curriculum.
14. Participate in in-service training programs.
15. Coordinate Title IV activities.
16. Assume any other task as may be assigned by the superintendent.
17. Coordinate a well-being health service program for district employees.
18. Conduct screenings required for special education eligibility services.
19. Attend IEP and evaluation meetings as needed.
20. Make referrals for student health needs.
21. Coordinate student health-related activities amongst district staff.
22. Facilitate the Medicaid application process for parents upon request.

QUALIFICATIONS:

Valid state license to practice as a registered nurse. One year of experience in public health nursing.

ORGANIZATION RESPONSIBILITY:

Will be responsible to the superintendent and principals.

WORK SCHEDULE:

7:30 a.m. – 3:15 p.m. Monday through Friday when school is in session.

SALARY:

Salary will be set by the Board of Education annually.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach forward or above the head more than the average person; occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific abilities required include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. The employee will frequently interact with the public and other staff. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone.