



*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

Nurse

Job Summary

To provide the fullest possible educational opportunity for each student. The goal is to treat student injuries and illnesses, and advise students, their parents, and staff on health related issues.

Job Responsibilities:

- Plans and carries out appraisal activities to access the health status of students, in regards to their health needs and problems
- Maintains up to date cumulative health records on all students
- Plans for vision and hearing programs
- Maintains reports of all incidents, injuries, and other health problems
- Participates in the formulation and periodic review and revision of objectives, standards, policies, and functions of the school nursing services and total school health program
- Supervises compliance with immunization and communicable disease regulations
- Provides emergency aid to students and staff if needed
- Planning and implementing school health management protocols and procedures
- Providing school staff with current information about students' health concerns and care on a confidential and need to know basis
- Completing health histories when needed
- Informs and educates teachers about students with healthcare plans
- Promotes and protects the optimal health status of school-age children
- Maintains privacy and confidentiality regarding a student's health and medical information per state and federal laws
- Administer medication when needed
- Run an organized, efficient, and effective health office
- Other duties as assigned by the administration

Job Skills/Requirements

- Registered nurse certification required
- Required physical and TB test
- Strong interpersonal and communication skills
- Previous nurse experience in a school setting preferred
- Knowledge of district policies and procedures



MINOOKA

COMMUNITY HIGH SCHOOL

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