



## POSITION DESCRIPTION

### Support/Classified Staff

**Position:** School Nurse

**Reports to:** Principal/Director of Student Services

**Employment Status:** Regular/Full-time

**FLSA Status:** Non- Exempt

**Description:** Interacts daily with students and is a fundamental link in school health services. A licensed nurse who provides school health services for students under the direction of a district nurse. Participates in the healthcare process in planning, implementing, and evaluating care of students; Acts as a liaison between healthcare providers and the school. Attends scheduled staff or department meetings; Provides care for medically fragile students, organizes and implements student specific school health care; Reviews and implements specific doctors' orders.

**NOTE:** The below lists are not ranked in order of importance

#### **Essential Functions:**

Provides personal care and emotional support to sick or injured students

#### **Other Duties and Responsibilities:**

- Administers first aid, as required
- Recognizes and provides ongoing assessment of any change in a student's condition
- Educates student/family of illness monitoring and informs parents of status if release from school is needed for students too ill to remain in school or who have been injured
- Document & Dispenses medication according to established procedure
- Maintains record of students who need follow-up action
- Completes and assists with the health screening program (hearing, vision, scoliosis, head lice, etc.)
- Assists with inventory and ordering supplies
- Assists with clerical work, as required
- Maintains all certifications
- Assist in developing emergency safety plans for students

#### **Qualifications:**

- LPN required. RN preferred. Bachelor's Degree/Certification in School Health and/or Pediatrics preferred
- Prior experience, preferred, or
- An equivalent combination of education, training and experience AND
- First Aid and Cardiopulmonary Resuscitation Certification (May acquire after hire)

#### **Required Knowledge, Skills and Abilities:**

- Board of Education policies and procedures, applicable sections
- Administrative procedures, applicable sections
- Board of Education medication policy
- Universal precautions
- First aid procedures
- Cardiopulmonary resuscitation
- Indicators of scoliosis and head lice
- Interact and respond appropriately to students and staff
- Respond appropriately in emergency situations
- Classify and organize records
- Maintain confidentiality

**Equipment Operated:**

- Subject-specific equipment, AED, Nursing Equipment (stethoscope, portable glucometer, blood pressure monitor, portable pulse oximeter and thermometer), Computer, Phone

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays except calamity days
- Occasional interaction among unruly children
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., classroom materials and supplies
- Frequent requirement to sit, stand, walk, hear, see, read, crouch, kneel and stoop
- Occasional requirement to balance, climb and use color vision
- Occasional requirement to operate school district vehicle
- Participation and attendance in required department and staff meetings

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 25 pounds.
- The position requires the individual to be able to meet deadlines with severe time constraints, to prioritize which needs are to be fulfilled first, interact with the public and other staff, meet demands from several people and work alone.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

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Superintendent or designee

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Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

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Signature

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Date

Adoption date: May 16, 2019