

Job Description

School Nurse

The school nurse will assist district administrators in providing each student the fullest opportunity to receive a quality education by minimizing absences due to illness, providing nursing care during the school day, and creating a climate of health and well-being in school.

Qualifications

The school nurse will hold current licensure in the State of Missouri as a registered nurse or a licensed practical nurse.

The school nurse shall have a sincere desire to work with others in a caring and diplomatic manner and exhibit excellent communication skills. Additionally, the school nurse will have good organizational skills and the ability to process and maintain paperwork. Physical requirements for the position include the ability to stay on his/her feet for an extended period of time during the school day and the ability to lift 50 pounds or more.

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

Registered nurses will report directly to the head nurse. Licensed practical nurses will report to the assigned supervising registered nurse, then to the head nurse.

Duties

1. Manage the school health office, including the maintenance of school health records.
2. Provide a system for prevention and control of communicable diseases.
3. Manage a safe medication administration program.
4. Assess, plan, and implement age-appropriate screening programs and provide follow-up of referrals for identified health needs.
5. Provide support and resources for the health instruction program.
6. Assist in monitoring the school health environment to ensure health and safety.
7. Act as liaison between home, school, and community health care providers.
8. Participate as a member of the coordinated school health program.
9. Participate as the health professional in staffing meetings, evaluation of students with special health care needs, and the student assistance teams.
10. Collaborate with community resources to meet the needs of children.
11. Perform other duties as directed by the building principal and head nurse.