# PUTNAM COUNTY SCHOOLS
# JOB DESCRIPTION

**Position:** Registered Nurse

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The Registered Nurse is responsible for providing health care services to students as delegated by the Certified School Nurse within the provisions of West Virginia Board of Education Policy 2422.7-Basic and Specialized Health Care Procedures for West Virginia Public Schools.

**Qualifications:** Holds or qualifies for a West Virginia Registered Nurse License
A West Virginia Professional Service Certificate endorsed for school nurse is preferred.

**Length of Employment:** 200 Days

**Responsibilities:** The Registered Nurse shall have the following responsibilities and duties as delegated by the Certified School Nurse:

1. To gather and interpret data relevant to health services for students.
2. To provide health services to students.
3. To collaborate with other school personnel and parents/guardians to coordinate the delivery of health services to students.
4. To communicate effectively.
5. To monitor specific programs related to the health needs of students.
6. To participate in child abuse referrals.
7. To perform other health related inspections and appraisals as needed.
8. To interpret and provide advice on student medical records.
9. To make appropriate medical referrals.
10. To make home visits as needed.
11. To develop nursing care plans for students with major health problems.
12. To complete and maintain Medicaid records as assigned by the Director of Exceptional Education.
13. To maintain professional work habits.
14. To maintain and upgrade professional skills.
15. To perform other duties as assigned by the Director of Attendance, Director of Exceptional Education or the Assistant Superintendent for Personnel and Pupil Services.