**TITLE:**

School Nurse

**QUALIFICATIONS:**

1. Meet licensing requirements for RN
2. Teaching certificate or teaching experience preferred

**REPORTS TO:**

Building Principals

**JOB GOAL:**

Shall be responsible for the school’s K-12 health program; the school nurse is a member of the educational team, whose goal is to assist children and teachers toward better achievement through improved physical and emotional health.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts periodic required student health examinations and referrals for the student body
2. Maintains necessary student files indicating their compliance with state statute and Board policy
3. Submits annually Immunization Report to the State Health Department
4. Submits suggestions to the administration for the improvement of the school health program
5. Requisitions adequate supplies for the health department of the school system
6. Consults with district staff concerning student health problems
7. Provides direct care, supporting inclusion of students with special needs, developing and implementing individualized health care plans
8. Be alert for any possible outbreak of contagious diseases
9. Performs periodic health-related screenings
10. Chairs District *Safety & Wellness Committee*
11. Consults with building Principals regarding health training; conduct training when directed
12. Works with the physician, school personnel and parents as individuals and groups to formulate and carry through adequate follow-up measures recommended as a result of health examinations
13. Assists in the prevention of the spread of communicable diseases, handling of accidental injuries, sudden illness and other emergencies
14. Communicates interventions on Student/Employee incident forms
15. Contributes to the teachers’ understanding of student health and wellness
16. Manages acute, chronic, episodic and emergency student care
17. Contributes, at the teacher’s request, authentic health facts which can be used in health instruction, first aid and accident prevention
18. Plans with and assist teachers, upon request, in the instruction of curricular health units
19. Consults with SAT and IEP teams to recommend student accommodations
20. Participates in the formulation of policies, standards and objectives of the school health program
21. Evaluates health programs periodically and keeps informed of new legislation effecting district health priorities and needs
22. Participates in annual *Medicaid* time(s) study as requested
23. Keeps the Superintendent and Principals informed about any and all problems
24. Consults with advisory groups as directed
25. Serves as liaison to school personnel, family health care professionals and the community - linking school health to healthy communities
26. All other district-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

This is an hourly (non-exempt) position under the provisions of applicable Board policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an hourly rate determined by the Board of Education

**EVALUATION:**

Performance will be evaluated annually by the building Principal