

Marion County Public Schools
Job Description

Position Title: School Nurse

Department:

Reports To:

Approved By: Marion County Board of Education Date: MAY 2016

SUMMARY: Administer first aid according to established procedures; conduct a variety of health screenings; conduct trainings for district and school employees; provide classroom instruction on health related topics; prepare and maintain accurate student medical records.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Administers first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems.
- Conducts height, weight, vision, hearing, scoliosis and other health screenings as required; provides screening for head lice and observes students on a regular basis to detect health needs.
- Refers students to appropriate personnel, resources or clinics and follows-up as necessary.
- Maintains health records and medical logs; updates immunization and student records as needed; prepares and submits periodical medical reports for appropriate organizations or District personnel and assures compliance with established laws and regulations.
- Dispenses and retains medication and performs medical treatment in accordance with physician's instructions within District guidelines.
- Communicates with various community health agencies and civic organizations to exchange information; coordinates activities and obtains student needs such as medication, glasses, hearing aids and clothing as needed.
- Conducts training (Medication administration, CPR, blood borne pathogens, etc.) for students, parents and school staff as required.
- Provides classroom instruction on health related issues as required or assigned. Makes home visits as required; authorizes re-admission to school.
- Provides information and makes recommendations to principals, substitutes, teachers and parents regarding health issues of students and school health program needs; develops programs to meet school health needs.
- Maintains stock of first aid supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.
- Participates in screening for health defects and sanitary conditions in schools.
- Maintains current knowledge of medical advances and information, public health issues and treatment procedures.
- Conducts student drug and alcohol screens as assigned by the district. Performs related duties as assigned.
- Demonstrates regular attendance and punctuality.

- Adheres to professional code of ethics adopted by the Kentucky Education Professional Standards Board.
- Performs other duties consistent with the position assigned as may be requested by the Superintendent.

QUALIFICATION REQUIREMENTS:

Any combination equivalent to: graduation as a Licensed Practical Nurse or Registered Nurse and one year comprehensive nursing experience. Valid Kentucky driver's license.

EDUCATION and/or EXPERIENCES: Bachelor's degree

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the

employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. .

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

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.