

# Hyde County Schools

## SCHOOL NURSE

### NATURE OF WORK

An employee in this class identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The employee must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis.

### DUTIES AND RESPONSIBILITIES

Develops policies, procedures, and work standards for school health program.

Monitors compliance of school health program with federal, state and local laws, regulations and policies.

Initiates program changes as needed.

Manages program allotment efficiently.

Prepares health reports for supervisor, board of education and health department.

Collaborates with other child-support agencies in designing and providing a school health program.

Negotiates professional and medical services essential to the school health program.

Provides first aid care and medically prescribed services.

Maintains security of school health supplies.

Instructs students in health education according to the state curriculum (K-12).

Serves as a resource person on health issues.

Provides staff development on health-related topics for school staff and volunteers.

Screens and conducts health appraisals for students and staff.

Provides follow-up evaluations on students as required.

Recommends corrective action where problems are identified.

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Conducts home visits when appropriate.

Corresponds with parents on health needs of children.

Records immunizations, health findings, and other relevant health data.

Completes random moment in time studies as required by MAC program guidelines.

Performs other related work as required.

## **MINIMUM TRAINING**

Bachelor's degree in nursing and 3 to 5 years of professional nursing experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Registered as a nurse by the North Carolina Board of Nursing. Must possess a School Nurse certificate within three years of employment.

## **ESSENTIAL JOB FUNCTIONS**

Must be able to operate a variety of equipment including computers, nebulizers, adding machines, blood pressure machines, oxygen tanks, suction machines, feeding pumps, etc. Must be able to exert up to 100 pounds of force occasionally and/or 20 pounds of force frequently, and/or a negligible amount of force frequently or constantly.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, referrals, medical records, newsletters, notes, charts, etc. Requires the ability to prepare correspondence, reports, forms, plans, logs, charts, etc.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using medical terminology.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the North Carolina Nurse Practice Act.

Considerable knowledge of emergency and routine medical procedures.

Considerable knowledge of health care agencies and institutions in the area.

Considerable knowledge of current literature, trends and developments in the field of school nursing.

General knowledge of the principles of supervision, organization and administration.

Skill in performing health screenings and medical examinations.

Ability to perform a variety of emergency medical procedures.

Ability to train others in first aid and emergency care.

Ability to assess the needs of students and develop a plan to meet those needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**REPORTS TO:** Director of Student Support/Principals

**FSLA STATUS:** Exempt

## **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

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