

Mentor Nurse

Job Description

Qualifications:

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education for School Nurse.
2. At least three years of experience as a school nurse preferred.
3. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Exhibits knowledge of the duties and responsibilities of the school nurse.
5. Ability to communicate effectively with students, school personnel, and parents.
6. Trained as a mentor nurse preferred.

Immediate Supervisor: Principal of Beginning School Nurse (home school)

Duties and Responsibilities:

1. Provide an orientation program for the beginning school nurse at the beginning of his/her employment term.
2. Pre-conference, observe, and post-conference with assigned beginning nurse at least one hour per week during the first half of the school year and at least one hour every two weeks during the second half of the school year. (The mentor nurse will be released from duties as agreed by his/her principal and the mentor nurse.)
3. Meet with the school principal monthly to discuss the performance, needs (staff development, materials, equipment,) etc., of the beginning school nurse. The beginning nurse may be invited to the meeting.
4. Develop a professional relationship with the assigned beginning nurse.
5. Assist and provide training to beginning nurse in all areas of responsibilities, i.e., health appraisal of students, hearing, vision, and dental screening of new enrollees and students in grades K and 4; etc.
6. Assist and train nurse in the development of health care plans for students.
7. Assist and train nurse in entering and retrieving student data on WVEIS.
8. Assist nurse in obtaining equipment and materials.
9. Assist nurse in completing forms, surveys, etc., as required by the school principal and/or county office administrators.
10. Observe and provide assistance in the implementation of school health curriculum to be presented by the school nurse to students.
11. Provide names, addresses, telephone numbers, etc., of community agencies with whom the school nurse may work.
12. Keep all discussions and interventions with the beginning nurse confidential.
13. Keep pertinent records as required by the beginning nurse program.
14. Attend staff development sessions for mentor nurses.
15. Perform other job related duties as assigned by the principal or assistant superintendent.