

## Casey-Westfield School District C-4 Job Description

---

<b>JOB TITLE:</b>	Licensed School Nurse
<b>DEPARTMENT:</b>	Licensed Staff
<b>LOCATION:</b>	School Buildings
<b>REPORTS TO:</b>	Building Principals and Superintendent
<b>EVALUATION:</b>	Evaluation will be conducted by direct supervisors
<b>EMPLOYMENT:</b>	Teacher work year
<b>VACATION:</b>	None
<b>APPROVED:</b>	October 23, 2018

---

**SUMMARY:** Provide appropriate health care services and instruction to students. Supervise and maintain district health care requirements.

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

- Performs student health related duties.
  - Oversees self-administration of medication and treatment prescribed by physicians.
  - Administers first aid in accordance with established first aid procedures.
  - Coordinates vision, hearing, immunization and other clinics as needed.
  - Attends clinical meetings on behalf of student to help plan treatments needed at school.
  - Assumes authority, in the absence of a physician, for the care of a student who has suffered an injury or emergency illness.
  - Assesses symptoms of illness, disability, or other areas of health concerns as needed.
  - Intervenes in accidents, injuries and make appropriate follow-up.
  - Implements board policy on exclusion and re admission of students in connection with infectious and contagious diseases.
- Maintains appropriate medical equipment.
  - Assembles and uses such equipment as catheters, tracheotomy tubes, and oxygen suppliers.
  - Sterilizes equipment and supplies.
- Provides and facilitates communication concerning health related issues.
  - Serves as Hepatitis B coordinator for the district.
  - Instructs teachers on screening students for health defects.
  - Conducts parent conferences and maintains liaison between physicians, parents and staff. Follow-up with home visits as required.
  - Makes recommendations to primary care physician on health needs of individual students.
  - Reports to parents, school personnel, physicians, clinics and other agencies on student health matters.
  - Confers with teachers and other employees who work with students with health problems.
- Maintains up-to-date cumulative health records on all students
  - Evaluates all health records of students enrolling in the district
  - Monitors and maintains health records of each student
  - Prepares confidential list of students with severe health problems for staff
- Conducts training for students related to handicap, health and hygiene.
  - Coordinates drug and alcohol abuse seminars for students.
  - Counsels with students who exhibit problems with drug and/or alcohol.
  - Chaperones students to drug and alcohol conferences.
  - Provides leadership in activities to bring awareness to drug and alcohol abuse.

- Provides activities and counseling to improve self-esteem.
- Assists in the instruction of the CNA class, including transportation.
- Assists school personnel in maintaining sanitary standards in schools.
- Prepares and submits reports as required by the state and district.
- Performs other duties as requested and required by the supervisors.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Bachelor of Science degree.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Professional Educator's License in School Nursing.

**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 staff or students.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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 to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. 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 will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee must have the ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**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 usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is occasionally responsible for the safety, well-being of students.

*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.*