

**GODDARD USD 265
CLASSIFIED JOB DESCRIPTION**

POSITION: School Nurse

RESPONSIBLE TO: Building Principal

EVALUATED BY: Building Administration

TERMS OF EMPLOYMENT: Classified Position

PURPOSE OF POSITION: The nurse will provide immediate care for sick or injured students and staff; screen student medical records and immunizations, provide emergency care and first aid care for accident victims, keep medical records and provide needed reports and health screenings.

ESSENTIAL DUTIES:

1. Evaluates and cares for injuries and illnesses; uses nursing judgment to decide when to call parents as needed to inform them of a student's condition or to pick a child up from school as necessary; procure doctor's orders if necessary to dispense medication; dispense prescriptions to students; maintain records and prepares required reports.
2. Respond to emergency calls in the district.
3. Audit all charts for immunizations and prepares state report; notify parents of need to update immunizations (keeps record thereof).
4. Notify and follow up on referrals to parents on screenings. Recheck Students not passing initial screening or screening students as requested either by teachers or parents.
5. Record all screening results on student health records; record new immunizations; record any pertinent or new information on individual student records. Keep an individual Health Log on each student to record any visits to the Health Room-- documents with an assessment of the student's condition and a description of the care given.
6. Monitor Blood Borne Pathogen procedures and trains personnel to meet OSHA standards. Provides a yearly update for all staff on Blood Borne Pathogen information.
7. Monitor communicable diseases and inform parents and teachers of protective procedures.
8. Assist with IEP implementation and /or other meetings as required; maintain confidentiality.

9. Assist students with toileting and personal hygiene on an individual basis as needed.
10. Teach personnel correct medical procedures in dealing with students.
11. A vision test will be given to each student in grades Pre-school, K, 2, 4, 6, 8, 10, & 12. All students new to the district will receive a vision test.
12. A hearing test, with the pure tone audiometer, will be given to all students in grades pre-school, K, 1, 2, 3, 6, 9, 12. All students new to the district will receive a hearing test. Students, who failed the hearing test the previous year, will receive a hearing test the following year. All students enrolled in special education (except gifted) will receive an annual hearing test.
13. Perform light sanitary cleaning in the Health Room area.
14. Complete job related district in-service hours as required and maintains personal records.
15. Manage job duties in response to emergencies.
16. Provide focused observation abilities to evaluate patients in stress.
17. Is proficient in using technology within the field to continually improve overall performance in providing and recording health related information on and for students and appropriate staff.
18. Assist with development and implementation of the district smoking secession program.
19. Order Health Room supplies as needed.

OTHER JOB DUTIES (Others may be assigned):

1. Make or receive telephone calls as required.
2. Assist and /or lead classroom staff with curriculum support in the areas such as health, hygiene, human sexuality, and AIDS.
3. Maintain, file and record routine correspondence as necessary.
4. Take an active part with building staff as it relates to team building and group processes.
5. A phone call to parents will be made to ALL students sent home after suffering significant head injuries at school, sends home "Head Injury" form listing signs and symptoms of a possible concussion.

REQUIRED QUALIFICATIONS:

The school nurse will be a graduate of a school of professional nursing and will hold a current license to practice in Kansas as a professional nurse.

ATTENDANCE REQUIREMENTS:

A forty (40) hour work week will be required. Sick and vacation day allowances are included in the district policy.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS:

1. Will demonstrate awareness of the status / importance of own physical and mental needs.
2. Will model appropriate standards of good health.
3. Will seek appropriate professional help when needed.

4. Will establish and implement self-development programs if needed.
5. Manages all job duties to meet standards of performance.
6. Able to operate under moderate environmental conditions and noise levels.
7. Able to function with long periods of sitting and/or standing.
8. May be required to wear protective equipment.
9. Follow all district safety procedures.

PERFORMANCE STANDARDS / EVALUATION:

A. The Nurse displays a thorough knowledge of school nursing as demonstrated by:

1. Using acceptable standards for nursing.
2. Basing nursing decisions on accurate and current information.
3. Providing appropriate health care.
4. Continuously evaluating by reviewing screenings on each students' health development.
5. Interacting with staff to help promote understanding and recognition of health concerns.
6. Maintaining proficiency in first aid and CPR procedures.

B. The nurse identifies and helps provide for individual differences of students.

Providing for individual differences as demonstrated by:

1. Interpreting screening assessments and medical data using norms and standards.
2. Sharing knowledge of individual students appropriately to facilitate educational needs.
3. Using resources available to gain knowledge and understanding of multi-cultural students.
4. Providing leadership among staff members in working with students with special needs.

C. The nurse demonstrates the ability to make referrals as demonstrated by:

1. Initiating appropriate referrals to in-school or outside agencies.
2. Utilizing all resources within the school/community to assist parents with treatment.
3. Providing guidance and encouragement to parents for remediation of health concerns.
4. Maintaining accurate records of referrals and follow-up.

D. The nurse serves as a resource person in health education by:

1. Serving as a health consultant for building level activities.
2. Teaching principles of wellness to individuals (student and staff) and/or groups.
3. Creating a climate encouraging staff and students to display responsibility in healthy lifestyles.
4. Providing leadership in developing teacher's classroom health activities and materials.
5. Planning and presenting in-service programs for school personnel regarding health issues.

E. The nurse implements the school health program effectively by:

1. Maintaining the health office efficiently and with respect to privacy and confidentiality.
2. Assuming responsibility for screening procedures.
3. Accurately maintaining all necessary records and documentation for state reports.
4. Maintaining the highest degree of professional ethics with confidentiality of information.
5. Providing information exchange among staff, parents, and students regarding health problems.
6. Providing case management and creative problem solving for students with special needs.

F. The nurse evaluates the school health policy by:

1. Monitoring and adjusting health office activities.
2. Reviewing implementation of state standards, which govern school health and safety.
3. Reviewing yearly implementation of district health policies.

G. The nurse communicates effectively with students and staff by:

1. Speaking clearly and presenting ideas logically and appropriately to all age levels.
2. Creating opportunities for individual conferences.
3. Interpreting health conditions which affect learning for students.
4. Providing for open communication among teachers, parents, and students.
5. Supporting and participating in building services.

H. The nurse demonstrates sensitivity in relating to students by:

1. Showing sensitivity in dealing with students of culturally diverse backgrounds.
2. Recognizing and responding appropriately to substance abuse situations.
3. Acknowledging the rights of others to hold differing views or values.
4. Demonstrates strict confidentiality as to all information concerning students, parents, teachers, administrators, and USD 265 employees unless deemed absolutely necessary due to health or safety reasons.
5. Communicating with students openly, accurately, and with understanding.
6. Promoting student self-control.
7. Modeling appropriate interpersonal skills.

I. The nurse adheres to professional nursing practices by:

1. Adopting nursing practices as they are validated by research and as they apply to schools.
2. Participating in staff meetings, workshops, and district staff development activities as needed.
3. Fulfilling licensure requirements.
4. Adhering to laws, rules, and regulations governing professional nursing practice.

J. The nurse supports building/district regulations and policies by:

1. Staying informed about and adhering to authorized policies.
2. Selecting appropriate channels for resolving concerns / problems.

3. Providing accurate data to the school and district as requested.
4. Exercising reasonable responsibility for student management throughout the building.
5. Exhibiting appropriate work habits.

K. Assignment

1. A classified employee may be transferred at any time to any job which he/she is qualified to perform and when the transfer is deemed to be in the best interest of the district.

L. Evaluation:

1. A performance evaluation will be conducted according to district policy by the employee's supervisor or their designee.

I understand the job description that I have just read and can comply fully with all requirements with or without reasonable accommodations.

Employee's Signature	Date
Principal's Signature	Date