

Staff Position (Job Description)

Job Title: School Nurse

Reports To: Assigned Building Principal

Terms of Employment:

1. Professional status with the work year to be equivalent to that of the teaching staff.
2. Salary and fringe benefits as established by the Board.
3. Four continuing education units are required every five years.
4. This will be a K-12 position with emphasis at the elementary level.

Qualifications:

1. Valid Wyoming state license to practice as registered nurse
2. Certificate or permit from the Wyoming Department of Education
3. Experience in nursing, school health or public health nursing professional
4. Any additional requirements as established by the Board.

Job Goal: To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and by assisting to create a climate of health and well-being in the district schools.

Performance Responsibilities:

1. Conducts the school health service, including cursory physical examinations, immunizations and tests for hearing and vision.
2. Assumes responsibility for selection and referral of students in need of medical and dental care.
3. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
4. Maintains up-to-date cumulative health records on all students.
5. Observes students on a regular basis to detect health needs.
6. Contacts homes of children referred by the principal.
7. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
8. Prepares and submits reports to the superintendent and the State Department of Health as requested.
9. Advises school personnel regarding the establishment of sanitary conditions in the schools.
10. Advises teachers on health matters, particularly regarding screening for student health defects.
11. Advises committee meetings and conferences regarding health services and health curriculum.
12. Acts as a resource person for teachers on health related curricular programs.

13. Participates in all district inservice training programs.
14. Consults with and cooperates with the County Public Health Nurse on programs that would benefit the school children.
15. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.

Evaluation: Performance evaluation of this position will be conducted by the building principal as assigned according to the Board policy on Evaluation of Professional Staff.

Adopted: July 18, 1991