
TRENTON SPECIAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: School Nurse
Trenton Special School District

Term of Employment: Ten (10) Month Contract

Immediate Supervisor(s): Principals of Schools

POSITION DESCRIPTION: Responsible for aspects of all school health of TSSD students and staff

ESSENTIAL DUTIES:

- Maintain health files on all students and write health plans as needed
- Process referrals of students in need of medical care
- Perform medical procedures on students as required by the state department of education
- Maintain a medication policy
- Assume responsibility for exposure control program
- Care for minor injuries and illness at school to decrease absenteeism
- Assumes responsibility for students with communicable disease and authorizes exclusion and readmission of students
- Provides health promotion programs for parents and faculty
- Teach CPR to employees and maintain records of certifications
- Visit each building daily if at all possible and no less than twice a week to gather referrals, and be available for students and faculty
- Work jointly with the department of health in maintaining current immunization guidelines within the schools
- Collaborate and assist with 504 plans and IEP team meetings when needed
- Other nursing services as deemed necessary for school-wide health

QUALIFICATIONS:

Registered Nurse: Associate's of Arts Degree in Nursing, or
Bachelor's of Science in Nursing Degree

Recommended: Experience in public health

EVALUATION: Principals/Director of Schools

Applications should be completed online at www.trentonssd.org.

For further information, call (731) 855-1191 or email at tim.haney@trentonssd.org. Applications will be accepted until the position is filled.

The Trenton Special School District offers its program and employment to all eligible persons regardless of race, color, age, national origin, gender or disability and is an Equal Opportunity Employer.