

## JACKSON PARISH SCHOOL BOARD

### JOB DESCRIPTION

Title: School Nurse I – (Student Service Center)

**QUALIFICATIONS/EDUCATION/EXPERIENCE:** 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Shall be at least the minimum requirements as stated in *Bulletin 746 revised - Louisiana Standards for State Certification of School Personnel*
2. Ability equal to that resulting from satisfactory completion of courses required for graduation from an accredited college or university with a Nursing Degree or Bachelor's degree equivalent.
3. Hold current license as a registered professional nurse in the State of Louisiana
4. Hold a current certificate as a school nurse in the State of Louisiana
5. Have a minimum of 2 years' experience as a Registered Professional Nurse
6. Physical and mental stamina and ability to perform job functions, responsibilities, tasks, and duties
7. Additional criteria as the Superintendent and/or School Board may establish

**REPORTS TO:** Instructional Supervisor/Child Welfare & Attendance

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws as assigned by the Instructional Supervisor/Child Welfare & Attendance and/or Superintendent.

**PERSONNEL EVALUATION RESPONSIBILITY:** None

**JOB GOAL:**

1. Assesses, evaluates, and administers the total Health and Development status of students and provides for the optimum physical well-being of students, in cooperation with Special Education staff, school staff, parents and community health organizations.
2. To provide appropriate health services and/or programs for the school population.
3. To comply with rules and regulations of the local and state health agencies and the school board for implementing controls of communicable diseases
4. To establish and properly maintain local, state and federal programs as designated
5. To assist the site Principal and/or his/her designee, appropriate Supervisor(s) and/or Superintendent in delegated areas of responsibility and to perform all duties assigned

**TERMS OF EMPLOYMENT:** Contract – (11 months)

**SALARY RANGE:** Established by School Board

**EVALUATION:** Performance of this job will be evaluated annually by the Instructional Supervisor/Child Welfare & Attendance Supervisor in accordance with the provisions of the School Board's policy on evaluation of personnel, this Job Description, and such other criteria as shall be established by the Superintendent and/or School Board.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Essential duties and responsibilities include the following (other duties may be assigned):

- Establish weekly routine visits to schools. ***Some schools require 2-3 visits daily.***
- Check immunizations records on students:
  - a. Pre-K, K and first time 1<sup>st</sup> graders to the school. This must be done within a timely manner. The parents are notified of any record not properly completed. ***A report is filed and sent to the State of Louisiana Department of Health and Hospitals.*** The report must be completed within a designated time frame. ***Student's records are connected to LINKS.***
  - b. Students eleven and older records are reviewed for boosters. Parents are notified of recommended immunizations by letter. Students must have 6<sup>th</sup> grade immunizations.
- Do vision screening on all Pre-K, K, 1, 3, 5, 7, and 10 grade students and all teacher, parent referrals. Parents are notified of defects by letter after a second screening and referred to proper resources. This must be done within the first two (2) months of school, or within thirty (30) days after the admission of students entering school late. This includes color perception testing on all 3<sup>rd</sup> graders. ***This must be completed by the end of December.***
- Do hearing screening on all Pre-K, K, 1, 3, 7, and 10 grade students and all teacher, parent referrals. Parents are notified of defects by letter after a second screening and referred to proper resources. This must be done within the first two (2) months of school, or within thirty (30) days after the admission of students entering school late. This includes color perception testing on all 3<sup>rd</sup> graders. ***This must be completed by the end of December.***
- Scoliosis screening is done when requested on students at 6<sup>th</sup> and 8<sup>th</sup> grade level – a permission slip is returned. Parents are notified of any defects by letter after a second screening. Referrals if necessary to proper resources.
- Follow-up on all students with suspected defects.
- Medication/Diabetic Training to Unlicensed School Employees:
  - a. Initial training – six (6) hours course including lecture, return demonstrations, universal precautions and infection control.
  - b. Annual training – including the above and any update.
  - c. Post-test to access their proficiency on the material presented during training. Observations during the school year for monitoring purposes.
- Gastrostomy feeding/Catherization training to Unlicensed School Employees:
  - a. Initial training – approximately two (2) or more hours including lecture, hand-washing, universal precautions and infection control.
  - b. Initial return demonstration of five (5) returns with overall pass rating - (presenter shall observe Unlicensed School Employee performing five (5) gastro feedings/Catherization without error).
  - c. Post-test to access their proficiency on the material presented during training.
  - d. Annual training as needed with observations during the year.
- Perform other nursing duties as assigned. Examples: Training on catheterizations, handwashing, infection control, universal precautions.
- Students receiving medications need the following:
  - a. Physician Order and Parent Consent Form – must be filled out correctly.
  - b. Health Assessment including vital signs (blood pressure, pulse, respirations, breath sounds, weight) and reviewing any health records.
  - c. Health Care Plan including diagnosis, goals, interventions, outcome.
  - d. Emergency Plan
  - e. Medication Plan – need parent/guardian signature.
  - f. Medication Desired and Side Effect sheet – this must be given to all teachers who have this student.
  - g. Medication count weekly – review of medication record.
- Students who have health problem (sickle cell, heart condition, asthma, diabetes, Downs Syndrome, etc.) need the following:

- a. Health Care Plan
- b. Emergency Plan – need parent/guardian signature
- c. Teacher notification
- d. **Diabetic** – review and calculate daily meals for carbohydrate count for each diabetic student and ensure correct carbohydrate allowance, insulin pumps are checked daily to ensure accurate insulin dosage at school, insulin sliding scale done after each meal according to carbohydrate count (carb to insulin ratio), ketone checks, documentation daily, weekly report to parents, diabetic teaching to student and staff.
- Conduct the following on students referred for Special education services:
  - a. Hearing, Vision and Color Perception Screening – Referrals as needed.
  - b. Health Assessments (review of health records, vital signs, weight, breath sounds).
  - c. IHP (Individualized Health Plan) – including diagnosis, history of health problems, health procedures, medication, dietary, safety, transportation, emergency plan, etc.
  - d. IEP (Individualized Education Plan)
- Teach Breast-Self Exam to junior girls after consent obtained.
- Conduct nurse-teacher conferences as indicated.
- Conduct nurse-parent/guardian conferences as indicated.
- Serve as the health resource person to school staff and/or district personnel.
- Serve as liaison between parent, school and health community.
- Assist in emergency health or accident situations.
- Health education at all grade levels (hygiene, lice, etc.)
- Health counseling at all grade levels.
- Establish innovative programs with approval.
- Maintain complete records on all school nurse activities (file reports of hearing screening, vision screening, scoliosis screening, breast film and any other health related issues).
- Implements and enforces communicable disease policies by classroom inspections, exclusion and readmissions (example: lice, ringworm, impetigo, rashes, colds, strep, staph, etc.)
- Work with community agencies for effective use of their resources and facilities (example: Lions Club and WalMart for glasses)
- Migrant programs
- Adheres to the regulations, policies and procedures established by the State Board of Elementary and Secondary Education and other local School Board the regulations, policies and procedures as published in minutes, bulletins and/or other official publications.
- District CPR training.
- Assist other district nurses as deemed necessary or needed
- Prepares and disseminates, with the approval of the appropriate Supervisor(s) and/or Superintendent, communications explaining school nursing programs as needed.
- Performing all assignments, tasks and/or additional responsibilities/duties as the site Principal, Supervisors, School Board, Superintendent and/or his/her designee may assign.

#### **SKILL RELATED:**

1. Hold a current certificate as a school nurse in the State of Louisiana. It shall be the individual's responsibility to maintain a valid Louisiana teaching certificate for position held.

#### **ETHICAL BEHAVIOR:**

1. The School Nurse (1) will become familiar with and adhere to the code of ethics established by the local school system.

**POLICIES, PROCEDURES AND PHILOSOPHY:**

1. Adheres to school and system policies, procedures, and philosophy as evidenced by the following:
  - a. Implementation of established curriculum
  - b. Fiscal accountability including record keeping and reporting
  - c. Performance of all assignments made by appropriate administrative and supervisory personnel
  - d. Participation in the personnel accountability program of the local system

**HEAD SCHOOL NURSE-PARENT RELATIONS:**

1. Fosters positive relationships with parents as evidenced by reporting the total Health and Development status of students as needed
2. Is encouraged/expected to exert every effort to involve parents in a constructive manner in the overall school health program

**PERSONAL QUALITIES/CHARACTERISTICS:**

1. The School Nurse (I)'s appearance and demeanor reveal a positive attitude and set appropriate models for colleagues and the community as evidenced by the following:
  - a. Maintain a professional appearance - (as specified by the Faculty Handbook and/or LEA).
  - b. Positive relationship with students, parents/guardians, school staff and faculty, colleagues, administrative personnel, and general public.
  - c. Appropriate use of standard English.
  - d. Demonstrate a good work ethic and professionalism.
2. Is encouraged/expected to exhibit:
  - a. Cooperation with colleagues
  - b. Enthusiasm
  - c. Open-mindedness
  - d. Fair-mindedness
  - e. Voice control
  - f. Self-discipline
  - g. Effective non-verbal communication
3. Demonstrates competence in the area of responsibility

**REASONING ABILITY:**

1. Ability to plan, organize, and oversee the work of assigned personnel
2. Ability to work tactfully and harmoniously with staff, schools, students, agencies, parent/guardians, and/or the public
3. Ability to hold records, reports and conversations in confidence
4. Ability to command the respect and liking of students
5. Ability to plan, organize and carry out assignments under minimum supervision.
6. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**PROFESSIONAL GROWTH AND ETHICS:**

1. Possess effective technological knowledge, computer and secretarial skills necessary to complete job requirements in a timely manner
2. Assumes responsibility for personal professional growth and development; for keeping current with the literature, new research findings, and improved techniques; for attending appropriate professional meetings and conventions approved by the site Principal, appropriate Supervisor(s), Superintendent and/or School Board
3. Documentation maintained to support attendance of approved Professional Development workshops and/or conferences.

**PROFESSIONAL CONDUCT:** Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to JPSB policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform *the essential functions and responsibilities* of the job and are not meant to be all inclusive.

While performing this job the employee shall:

1. Speak and hear.
2. Use strength and physical ability to lift, pull, move, carry, reach and place items needed to perform the functions of the job.
3. Sit, stand for required periods of time and walk for required periods of time and/or distances.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Have the ability to bend, squat and/or reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
7. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENTAL DEMANDS:** The environmental demands described here are representative of those that must be met by an employee to successfully perform the *essential functions and responsibilities* of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to buildings, grounds and/or vehicles in which a variety of chemical substances are used for cleaning, instruction, environmental or bacterial/mold fungus control, pest control, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy or very loud at times.

**OTHER REQUIREMENTS:** Adheres to the regulations, policies, and procedures established by the State Board of Elementary and Secondary Education, the State Department of Education, and the local School Board as published in minutes, bulletins, and/or other official publications.

My signature below indicates acknowledgement of receipt of the new Jackson Parish School Nurse (I) Job Description as required by the State of Louisiana. I also understand that the Job Description must be reviewed annually and shall be kept on file at the Central Office with the necessary and current signature(s).

DATE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

EMPLOYEE I.D. NO: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Signature indicates receipt of job description)

*While the operation of the Jackson Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher or JPSB employee should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*