

JACKSON PARISH SCHOOL BOARD

JOB DESCRIPTION

TITLE: School Nurse II (contract hourly)

QUALIFICATIONS: 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 (two) 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: Principal, Instructional Supervisor/Child Welfare & Attendance

SUPERVISES: None

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, Supervisor(s) and/or Superintendent in delegated areas of responsibility and to perform all duties assigned

TERMS OF EMPLOYMENT: Contract (hourly)

SALARY RANGE: Established by School Board

EVALUATION: Performance of this job will be evaluated by the site Principal, 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. The School Nurse (II) will participate in the personnel accountability program of the local system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include the following (other duties may be assigned by the site Principal, appropriate Supervisor, Superintendent and/or LEA):

1. Establish weekly routine visits to schools, if not assigned to a base school.
2. Check and maintain immunization records on student as required by the Jackson Parish School Board.
3. Make home visits when necessary
4. Do vision screening on all PreK- K-1-3-5-7-10 grade students and all teacher referrals. Parents are notified of defects after second screening and referred to proper resources.
5. Hearing screenings are done on grades PreK-K-1,3,7,10 and all teacher referrals. Parents are notified of defects after second screening and referred to proper resources.
6. Scoliosis screening is done upon request on students at 6th and 8th grade levels with referrals if necessary to proper resource (*parent/guardian consent form required prior to screening*).
7. Follow-up on all students with suspected defects.
8. Conduct nurse-teacher, nurse-parent conferences as indicated.
9. Serve as the health resource person to school staff.
10. Serve as a liaison between parent, school, and health community.
11. Assist in emergency health or accident situations.
12. Health education and Health counseling at all grade levels.
13. Establish innovative programs with approval and perform all other nursing duties as assigned.
14. Maintain complete records on all school nurse activities.
15. Teach Breast-Self Exam to Junior girls with appropriate consent being obtained prior to exam(s).
16. Implements and enforces communicable disease policies by classroom inspection, exclusion and readmission.
17. Conducts vision and hearing screening on students referred for Special Education services.
18. Provides information and recommendation relative to the IEP process as it relates to health services when necessary.
19. Plans and conducts workshops for teachers, nurses and paraprofessionals to train them in complex procedures (diapering, feeding, tracheostomy care, gastrostomy feeding, medication and diabetic, etc.) when necessary.
20. Adhere to policies and procedures set forth by the State Department of Education, Louisiana Board of Nursing and the Jackson Parish School Board concerning administration of medication and complex and non-complex procedures.
21. Provide health education to classroom teachers, parents and community groups when necessary.
22. Plans and conducts health counseling sessions for students and families and initiates referrals to appropriate health specialists and agencies when necessary.
23. Works with community agencies for effective use of their resources and facilities.
24. Assists in Pre-K and Kindergarten round-up and works in migrant program.
25. Performing all assignments, tasks and/or additional responsibilities/duties as the site Principal, Supervisors, School Board, Superintendent and/or his/her designee may assign.
26. Accept and support school/district administration decisions and/or directives

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. Becomes familiar with and adheres 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

TEACHER-PARENT RELATIONS:

- 1. Fosters positive relationships with parents as evidenced by reporting pupil progress, academic problems, and behavior problems
- 2. Is encouraged/expected to exert every effort to involve parents in a constructive manner in the school program

PERSONAL QUALITIES/CHARACTERISTICS:

- 1. The School Nurse (II)'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 school Faculty Handbook and/or LEA).
 - b. Positive relationship with colleagues and administrative personnel.
 - 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, district administrators, 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.

PROFESSIONAL GROWTH AND ETHICS:

- 1. 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
- 2. Possess effective technological knowledge, computer and secretarial skills necessary to complete job requirements in a timely manner
- 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.

SUMMARY: 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.

My signature below indicates acknowledgement of receipt of the new Jackson Parish School Nurse (II) 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.