

ALPENA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title: School Nurse
Reports to: Principals and Superintendent
Dept./School: As assigned
Wage/Hour Status: Exempt
Approved: March 10, 2014

Primary Purpose:

Provide a physically and emotionally safe environment for students and staff. Advocate and negotiate for students and for system changes to meet the health care needs of students and staff.

Qualifications:

Education/Certification:

Valid Nursing Licensure

Special Knowledge/Skills:

Ability to work well with children

Ability to communicate effectively

Experience:

Some experience nursing and working with children

Major Responsibilities and Duties:

1. Provide daily nursing care and case management during school hours.
2. Assess and make effective nursing diagnoses, choose appropriate interventions and identify outcomes.
3. Develop and implement individual health care plans, administer medications and treatments and monitor for compliance or attainment of expected outcomes as needed.
4. Help families navigate complex medical systems and identify resources for health care services, financial resources, shelter, and food and health promotion.
5. Collaborate with administrators and teachers in providing health education opportunities and experiences for school aged children, families, school personnel and the community.
6. Provide training for students that will promote healthy behavior change.
7. Serve as the health liaison to the community.
8. Translate educational and medical goals and coordinate between the school and medical community.
9. Communicate effectively with practitioners from education, mental health and healthcare facilities.
10. Promote and clarify as needed to be an effective and influential educational partner in student success.
11. Practice ethical practice while upholding the standards for school nursing with integrity, dedication.
12. Participate in training programs to improve job performance.

13. Collaborate and participate in staff meetings and special events as assigned.
14. Develop collegiality with other school nurses and research and reflect on effective nursing practices.
15. Other duties as assigned by Principal or Superintendent.

Supervisory Responsibilities:

None.

Equipment Used:

Copier, personal computer and other technology, audiovisual, nursing or medical equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.