

School Nurse

QUALIFICATIONS: License issued by the State Board of Nursing or any other qualifications set by the USD 407 Board of Education.

REPORTS TO: Building principal(s) and designated administrator

The School Nurse is primarily responsible to principal(s) in his/her assigned school(s) for providing school health services to pupils. The School Nurse is also responsible to one designated administrator who provides supervision, arranges for professional growth experiences, coordinates district wide activities in this discipline according to established policies, guidelines, and departmental priorities.

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. Serves as a health advocate for the pupil.
3. Provides building level leadership to promote healthy attitudes and prevention of illnesses among pupils and teachers and a safe and healthy school environment.
4. Encourages, coordinates, and participates in programs of health education through individual pupil/parent consultation and classroom participation.
5. Keeps the Board of Education and administration aware of changes in health related policies and the Nurse Practice Act regulations: facilitates the implementation of Board of Education health related policies.
6. Assesses, develops, and implements health care plans for pupils including those needing Prescribed Special Health Care Service(s) and/or medication administration according to the BOE policy, state School Accreditation standards, and Nurse Practice Act regulations.
7. Designs and implements within approved and funded procedures, a comprehensive health appraisal and screening program.
8. Promotes wellness; assists in detecting and properly referring pupils with health concerns.
9. Collaborates with other school personnel including administrators, support staff, and teachers, toward the promotion of student health and its optimal interaction with education.
10. Actively participates as a resource person in health education curriculum development.
11. Counsels with pupils, parents, and school personnel concerning health needs and health concerns of pupils.
12. Works closely with the family regarding the pupil's health needs, facilitating communication about health between the school, parents, and the pupil's health care provider.
13. Participates as a member of the Student Assistance Team(s). Assesses and interprets pupil health status and as indicated, plans, provides and monitors related health services.
14. Assists in the prevention and control of communicable diseases, including the monitoring of immunization status.
15. Is knowledgeable of community health resources and assists parents to utilize these resources.
16. Assists in providing emergency care or emergency care supplies as funded for pupils and school personnel in case of injury or sudden illness until a lawful custodian assumes responsibility.
17. Maintains health records for pupils and prepares requested reports.
18. Maintains Kansas professional registered nurse (RN) licensure and all appropriate certifications.
19. Participates in district wide preschool screenings, at-risk screenings, Head Start screenings, and kindergarten wellness screenings.
20. Recommends and implements Board of Education policies and procedures regarding district-wide compliance with state and federal blood borne pathogens mandates.
21. Other duties as may be assigned by the supervising administrator.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in the Board policy on *Evaluation of All Classified Personnel*.

ESSENTIAL FUNCTIONS OF THE JOB:

- Using office equipment.
- Informal assessment.
- Record keeping.
- Student supervision.
- Ability to work with others.
- Ability to work without supervision.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

Note: * "heavy" means not over 50 pounds

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.

(BOE Revision: 8/13/2012)

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