

# USD 313 EDUCATIONAL SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **SCHOOL NURSE**

SUPERVISOR: Building Principal and/or Superintendent

PAYMENT RATE: Annual salary to be determined by the Board of Education.

CLASSIFICATION: Exempt

## QUALIFICATIONS:

1. Current Kansas Board of Nursing License (Registered Nurse)
2. Must have communication skills (reading, writing, speaking, telephone and interpersonal)
3. Maintain current TB testing as required by Health Department regulations
4. Knowledge of school system functions, departments, personnel and Board policies and procedures for the efficient and effective processing of communications, requesting of needed information, and implementation of the school nursing programs
5. Must have current certification of First Aid and CPR/AED

## ESSENTIAL FUNCTIONS:

1. Establish and maintain a comprehensive health program for students to ensure their health and safety.
2. Provide emergency care and first aid for accidents and sudden illness of students until parents assume responsibility so students have the best possible care.
3. Demonstrate effective public relations skills necessary for the successful implementation of programs, the coordination of committees and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professionals and students to ensure a quality district health program.
4. Conduct student health screenings for immunization status, vision and hearing screening, follow up of health issues noted, and consult with teachers and parents regarding health issues.
5. Provide health room coverage by delegating health concerns to appropriate individuals for when an emergency or illness occurs ensuring an efficient and effective functioning of the school health program.
6. Conduct effective staff development and in-service activities for district health care providers so nurses/health aides know best practices.
7. Provide personnel with Blood Borne Pathogen procedures to meet OSHA standards.
8. Organize, maintain, and report data and information related to health services in order to comply with all regulations.
9. Communicate needs and make requests for materials/equipment in order to implement an effective school health program.
10. Assist school administrators in developing school health programs to ensure quality programs are implemented.
11. Assist school personnel in maintaining environmental standards in school to ensure a safe and healthy school environment.
12. Work with community agencies to provide improved health services to promote community/school relations.
13. Inform teachers about the importance of identifying students with health needs that may require potential precautions to empower teachers to respond appropriately.
14. Serve as a liaison between parents and/or guardians, health professionals and the school system regarding the health needs of students to encourage communication between these entities.
15. Recommend exclusion and readmission of students to comply with State and Board policy on infectious and contagious diseases.
16. Maintain a written individual health care plan for students with any special health care need and attend meetings as required so students are properly served.
17. Order and maintain all supplies for the school health program and monitor expenditures for the school health budget.

18. Assist with enrollment procedures to secure required health forms and health information, and to be available as a resource for parents with questions.
19. Audit immunization records and notify parents of need to update immunizations and assist with monthly and state reports and to keep health records for the purpose of ensuring the accuracy and compliance with regulations set by the State.
20. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
21. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the school health program.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Ability to travel between the schools throughout the school system.
3. Requires direct physical contact with students including first aid care, direct nursing procedures and physical assessment of students with possible exposure to body fluids that requires protective garments and/or gloves for exposure control under limited circumstances.
4. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013