

## JOB DESCRIPTION

### **TITLE**

School Nurse

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

Manage and coordinate the assigned school's health services program based on requirements established by school division policies, procedures, and protocols, and by local, state and national regulations and statutes; maintain and operate the school clinic including the supervision of clinic staff.

### **MINIMUM QUALIFICATIONS**

- Completion of high school or any equivalent training and two to three years of related work experience in progressively responsible positions preferably in a school system.
- Thorough knowledge of standard office practices, procedures, and equipment.
- Ability to type accurately and at a reasonable rate of speed; proficiency with Microsoft Office.
- Must possess the ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to work independently with minimum supervision performing a variety of complex and routine tasks.

### **REPORTS TO**

Principal or Designee

### **PERFORMANCE RESPONSIBILITIES**

- Ensure compliance with procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
- Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.
- Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Implement and record required screening programs; notify parents when further medical evaluation is recommended.
- Establish and update health and immunization records.
- Prepare and maintain student clinic records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Complete the preliminary nursing assessments and assist the physician with the child study physical examinations for students in the child study process.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
- Present, train and maintain appropriate standards from OSHA regarding contact with, and possible exposure to blood borne pathogens and other potentially infectious body materials within the school or employment setting.
- Provide health education and anticipatory counseling.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home health department professionals, and other community agencies.
- Coordinate presentations by various agencies and professionals on pertinent health care topics for school staff.
- Maintain clinic equipment and assesses the need for consumable supplies on an annual basis.
- Work with the Payable/Reimbursement Specialist to process third party billing with Medicaid to

- obtain reimbursement for skilled nursing care.
- Initiate emergency procedures for students and staff as needed.
- Develop Individual Health Care Plans and 504 Plans for students on a case by case basis.
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

## **JOB SPECIFICATIONS**

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, who are otherwise qualified, to perform the essential functions.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

## **TERMS OF EMPLOYMENT**

Ten Months/ 200 day – Ten Months - Salary according to School Board Pay Plan.

## **EVALUATION**

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of non-licensed personnel.

## **APPROVED BY SUPERINTENDENT**

01/19/2016 Updated 7/15/19

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources



The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***