

Cape Girardeau Public School District No. 63
Job Description

Job Title: Head School Nurse

Terms of Employment: 9 month contract; 181 days

FLSA Status: Exempt

Reports To: Director, Special Services

Brief Description of Position:

The head school nurse primary responsibility is to direct the CGPS medical health services program, oversee infirmary operations including required record keeping and regulatory issues, coordinate and supervise nursing staff, and provide medical care and services to students according to physician prescribed medical care and treatment orders and using established procedures and protocols.

Required Qualifications:

- Licensed Registered Nurse
- Current certification in CPR
- Ability to comply with the code of ethics of the nursing profession and to uphold and implement school rules, state laws, administrative regulations and board policies
- Ability to provide leadership in the assessment, planning, implementation and evaluation of a comprehensive school health program
- Ability to communicate effectively with all constituents in a school environment.

Preferred Qualifications:

- Nursing experience with adolescents and related issues
- AED certification

Essential Duties and Responsibilities:

- Establish, review and/or maintain appropriate medical and health service programs for
- the school advising the Principal on any needed change or addition to existing
- School policy and/or procedure regarding the health care needs of the school community.
- Manage collection and maintain records noting status of required medical services per the PA School Code (medical examinations, etc.) for all students. Collaborate with School Administration on procedures to communicate and collect PA Code mandates and provide School Administration with periodic updates on student status.
- Follow and adhere to highest standards of confidentiality, privacy rules and regulations.
- Provide medical care and services to students according to physician prescribed medical care and treatment orders. Create and maintain current documentation of all treatment and medical services activity.

- Maintain student immunization and other medical records. Confer with students, parents and teachers regarding medical treatment.
- Coordinate nursing schedules and evaluate the nursing staff and professional operation of the infirmary. Also coordinate with local health agencies and medical treatment facilities as necessary.
- Monitor, provide assistance, and administer prescribed drugs and other treatments (e.g. insulin to diabetics) as required. Provide other treatment as necessary.
- Respond to emergency medical situations; perform first aid as needed; coordinate with local emergency personnel and agencies as required.
- Maintain inventory of supplies and materials needed in the clinic; develop and monitor procedures for maintaining defibrillators and adequate supplies in all school first aid kits.
- Maintain a courteous and professional atmosphere Follow required cleaning and sanitization procedures.
- Complies with all reasonable oral or written directives of the building principal or other appropriate administrator.

Hazards:

May be exposed to adverse environmental conditions such as toxic/poisonous agents, violence, disease or pathogenic substances. Occasionally subject to atmospheric conditions of odors, mists and poor ventilation. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: August 1, 2013