

Cape Girardeau Public School District No. 63
Job Description

Job Title: School Nurse

Terms of Employment: 10 month contract; 181 days

FLSA Status: Exempt

Reports To: Director, Special Services

Brief Description of Position:

The school nurse is responsible for assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

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:

- Complies with code of ethics of the nursing profession and upholds and implements school rules, state laws, administrative regulations and board policies.
- Responds to student/staff medical emergencies.
- Aides in the prevention and control of communicable diseases.
- Complies with written standing orders as approved by the district's physician consultant.
- Refers student to appropriate community agencies for health, vision, scoliosis, etc.
- Screens students for height, weight, vision, scoliosis, and blood pressure according to district guidelines.
- Updates student health records (perm folder, health card and computer).
- Monitors student compliance with state immunization laws.

- Inventories and orders medical supplies.
- Schedules and attends parent conferences for student health problems.
- Helps formulate school health policies.
- Promotes good health habits via individual counseling, classroom discussions, films, posters, and as a resource person.
- Administers medication and treatments prescribed by physicians in accordance to district policy.
- Assists in identifying and reporting suspected child abuse and neglect.
- Contributes to health information presented to special education staffing team.
- Performs nursing care for children with special health care needs as ordered by physician.
- 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