



Fayette County Schools
Human Resources Department

210 Stonewall Avenue, P.O. Box 879
Fayetteville, Georgia 30214-0879

School Health Services Personnel (Part-Time)

DESCRIPTION:

Under the supervision of the principal and guidance of the school health services specialist, facilitate and provide emergency assistance to sick and injured students; assist students in taking medications in accordance with school system guidelines; coordinate selected diagnostic screenings; and prepare and submit case management reports and logs to appropriate school system officials.

**REQUIRED
QUALIFICATIONS:**

1. Valid State of Georgia licensure as a registered or practical nurse
2. Have one (1) year patient care or school clinic experience, including but not limited to administration of medications, health assessments and use of basic computer applications.
3. Demonstrate excellent communication skills.

**SUMMARY OF
ESSENTIAL DUTIES
& RESPONSIBILITIES:**

1. Maintain a proficient school clinic.
2. Maintain equipment and inventory supplies as appropriate.
3. Maintain confidentiality by respecting the privacy of staff and students in the clinic, their health issues and records in accordance with HIPPA and FERPA laws.
4. Communicate with healthcare providers and community resources when appropriate regarding health concerns of staff and/or students.
5. Maintain current knowledge of school health guidelines through county training when provided and monthly Clinic Staff Meetings.
6. Disseminate information about health resources available to staff, students, and families.
7. Participate on appropriate school-wide committees (i.e. CARE).
8. Maintain student health records and document visits electronically in accordance with the School Health Services Manual and county policies.
9. Report clinic activities to School Health Services Specialist as requested.
10. Provide appropriate health services/care in a nondiscriminatory manner for staff and students.
11. Promote principles of health and safety with the school and provide in-service education to staff and students as required annually (i.e. infection control, Sudden Cardiac Arrest Awareness and AED program) and as requested.
12. Maintain certification in CPR, AED and First Aid.
13. Monitor School-based AED Program at school including annual in-service, maintenance of unit, and CPR-certified staff.
14. Participate in the county's Emergency Preparedness Plan as directed by the School Health Specialist and/or County Health Department.
15. Store, assist with student medication (prescription and non-prescription) and documentation of administration in accordance with *School Health Services Manual* and county policies.
16. Communicate pertinent student health information in a timely manner to parents/guardians, principal/designee, other school staff and/or School Health Services Specialist with good customer service and friendliness.
17. Assist in development and implementation of Individual Health Care Plans for students with chronic health conditions and/or special health needs and notify pertinent staff
18. Participate in Student Support Teams and other parent meetings as appropriate/requested.
19. Coordinate mass and/or individual vision, hearing, scoliosis or communicable disease screenings of students and follow-up care.
20. Monitor student immunization and health records for state requirements and annual audit.
21. If RN, mentor RN-reentry candidates as requested by School Health Services Specialist in accordance with the Georgia State Board of Nursing.
22. Any other duties assigned by School Health Services Specialist, Principal and/or Assistant Superintendent of Operations.

REPORTS TO: Principal and/or school health services specialist

SALARY: Salary is based on the Fayette County Public School System's Unified Salary Scale as listed below:

- Grade F3780 for licensed practical nurses; and
- Grade F4180 for registered nurses.

Employee benefits include health insurance and retirement contributions are provided by the Fayette County Board of Education.

**ADDITIONAL
COMMENTS:**

Applicants should apply online at <http://www.fcboe.org>. Complete application packets consist of:

- Letter of Interest that refers to the desired position by position title
- Current résumé
- Completed online application (<http://www.fcboe.org>)
- Copies of all valid professional certificates (as applicable for position)
- College transcripts or high school diploma/GED equivalent (as applicable for position)
- Three Fayette County Public Schools Reference Forms (<http://www.fcboe.org>). These reference forms must be written within one year of application date. Two of the references must be from persons who have directly supervised the applicant: (1) a current supervisor and (2) the most recent former employer/supervisor.

It is the policy of Fayette County Public School System not to discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information in any of its employment practices, educational programs, services or activities. For additional information about nondiscrimination provisions or to request accommodations based on a disability, contact the Human Resources Department (770.460.3535).