

SCHOOL DISTRICT OF ST. JOHNS COUNTY

SCHOOL NURSE I

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Minimum of High School Diploma.
- (2) Certification as an LPN or RN from an accredited program and must maintain such license during employment.
- (3) Demonstrated ability to work well with students, parents and other community members.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of school health program. Ability to administer medication, provide safe and orderly clinic procedures and work closely with school administration. Ability to communicate orally and in writing. Demonstrated ability to interact and work well with people. Knowledge of school law, Department of Education rules, Florida health laws, Department of Children and Families regulations, and School Board Rules and guidelines. Ability to follow written and oral instructions. Ability to work cooperatively with others. Ability to answer a telephone in a professional and courteous manner. Ability to handle confidential materials. Excellent organizational skills.

REPORTS TO:

Principal
Supervisor of Health Services

JOB GOAL

To assist in providing a healthy school setting for children, staff and administration. To provide first aid when needed, and to monitor and enforce health related laws, codes and immunization requirements and other such duties as assigned by the principal. Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts! program and with modeling the characteristics of citizenship, character education (as defined by Character Counts!) and literacy. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

SCHOOL NURSE I (Continued)

- * (1) Assist with the Basic and Health Services at the school where they are assigned by the Supervisor of Health Services.
- * (2) Capture the necessary documents for Medicaid billing for all eligible students when medical services are provided in accordance with set guidelines.
- * (3) Administer prescription medication to students at the identified schools upon written direction from a physician and in accordance with the St. Johns County Health Department policies and procedures.
- * (4) Provide First Aid to injured students at assigned school, as needed.
- * (5) Under the direction of the Supervisor of Health Services, manage the healthcare plans for students with chronic or communicable diseases at assigned school.
- * (6) Interface and communicate with parents regarding students' medical conditions and injuries.
- * (7) Participate as a member of the school health team and staffing team to provide information on health issues.
- * (8) Assure that the required health screenings are completed and that documentation and follow-ups are completed at their respective schools.
- * (9) Facilitate student referrals for medical services.
- * (10) Under the supervision of the Supervisor of Health Services and in cooperation with the school principal, assist the school health team in reviewing student health care plans.
- * (11) Participate as a member of the child study team, staffing and core teams to provide information on health issues and to facilitate student referrals for services as needed.
- * (12) Assist in the establishment of a cumulative health record, a nursing care plan on appropriate students and documentation of health problems identified, medical procedures needed and/or used, and/or corrective measures followed.
- * (13) Maintain student health information in the student's Cumulative Health Records.
- * (14) Maintain a daily log of students' clinic visits, document services provided and outcomes of visits and services.
- * (15) Maintain appropriate clinic supplies and communicate with the Supervisor of Health Services and school principal regarding needed clinic supplies.
- * (16) Work cooperatively with the school administration and staff at assigned school.
- * (17) Organize known or identified student medication(s) and first aid kits for field trips.
- * (18) Provide age appropriate health education classes as requested by teachers and approved by the school principal and the Supervisor of Health Services.
- * (19) Every attempt will be made to have LPN or RN at their assigned school during student contact time. Whenever possible, scheduled training and annual leave requests, will be coordinated with the school calendar to take place during teacher workdays and other non-student contact time.
- * (20) Maintain evidence of current Licensed Practical Nurse or Registered Nurse licensure in Florida and current CPR and First Aid certification.
- * (21) Perform other duties as assigned by immediate supervisor.
- * (22) Provide training on various diseases and condition to school district personnel.
- * (23) Perform pediculosis (lice) checks.

Expectations of All Employees

- * (24) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (25) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (26) Ensure adherence to good safety standards.
- * (27) Maintain confidentiality regarding school/workplace matters.

SCHOOL NURSE I (Continued)

- *(28) Model and maintain high ethical standards.
- *(29) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(30) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(31) Demonstrate initiative in the performance of assigned responsibilities.
- *(32) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

Staff Development

- *(33) Engage in a continuing improvement of professional skills and knowledge.
- *(34) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.
- *(35) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

Inter/Intra-Agency Communication and Delivery

- *(36) Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(37) Meet and deal effectively with department members, district office and school staff, administrators and the general public using tact and good judgment.
- *(38) Respond to inquiries and concerns in a timely manner.
- *(39) Serve on district, state or community councils or committees as assigned and appropriate.

System Support

- *(40) Model the characteristics of citizenship, character education (as defined by Character Counts!) and literacy.
- *(41) Maintain confidentiality regarding work place matters.
- *(42) Demonstrate initiative in the performance of assigned responsibilities.
- *(43) Keep supervisor informed of potential problems or unusual events.
- *(44) Exhibit interpersonal skills to work as an effective team member.
- *(45) Demonstrate support for the School District and its goals and priorities.
- *(46) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(47) Prepare all required reports and maintain all appropriate records.
- *(48) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Classification: Hourly 10 month 7.5 hours per day

EVALUATION:

SCHOOL NURSE I (Continued)

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:

61321

BOARD APPROVED:

August 2007

REVISED: