

School Nurse

Purpose Statement

The job of School Nurse is done for the purpose/s of overseeing the individual health needs of students and providing appropriate care for ill, injured or medically fragile students. The School Nurse delivers health services, advocates for students, provides guidance to staff and families regarding student health concerns and provides education to the school and community regarding health issues.

Essential Functions

- Assumes responsibility in caring for the sick and injured in the school, in accordance with school policy and other relevant rules and regulations.
- Assesses and evaluates the health and development status of students in order to make a diagnosis and develop a plan of action.
- Administers mandated screenings, including vision, dental, hearing, scoliosis, and blood pressure screenings. Makes appropriate referrals as needed.
- Assists students and families in order to achieve a greater degree of self-sufficiency in handling health issues.
- Plans and implements programs for the prevention and control of communicable diseases in the school, in compliance with government rules and regulations.
- Oversees immunization compliance.
- Promotes an environment conducive to health and safety.
- Serves as a health consultant and resource in health instruction curriculum by providing current scientific information from related fields.
- Serves as a liaison among the parents, school and community in health matters.
- Manages all required paperwork, including confidential health records, health care plans, accident reports, and clinic visit documentation.

Other Functions

- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: verbal and written communication; operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and using district approved crisis intervention techniques.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages and/or ratios; read a variety of manuals, write documents following prescribed formats, and /or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: public health principles; abnormal development and medication diagnoses, health standards and hazards; stages of child development/behavior; safety practices and procedures; conflict resolution; and crisis de-escalation techniques.

ABILITY is required to schedule activities and/or meetings; often gather, collate and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with job-related data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; building effective relationships; maintaining confidentiality; preparing and maintaining accurate records; working individually and as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: One to three years of experience as a Registered Nurse (RN).

Education: Bachelor's of Science in Nursing degree or related field.

Equivalency:

Required Testing

Certificates and Licenses

Kansas RN License
Current CPR Certification (Adult/Child/Infant)
AED Certification
First Aid Certification

Continuing Educ./ Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status
Exempt

Approval Date

Salary Grade