



**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Skilled Nurse

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| JOB TITLE: Skilled Nurse | LOCATION: School Based Site |
| IMMEDIATE SUPERVISOR: Building Level Principal | WORK SCHEDULE: Full Time (10 Month) PAY GRADE: |
| EDUCATIONAL REQUIREMENTS: <ul style="list-style-type: none"> • Hold or be eligible for a Virginia Collegiate Professional or Postgraduate Professional License with a specific endorsement in the area of nursing. • Has knowledge of and experience with creating plans of care for students. • Must have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents. • Must have a minimum of three (3) years of successful experience as a skilled nurse. | FLSA STATUS: Exempt |

JOB GOAL:

The Skilled Nurse manages a comprehensive school health program for assigned students consistent with the State of Virginia regulations and statutes governing nursing and school health. This position provides skilled nursing services to the student population in various environments and works collaboratively with school staff, parents, guardians, and healthcare providers to meet the health care needs of students for the purpose of minimizing absences due to illness, maximizing education opportunities, and creating a healthy school climate. As a Skilled School Nurse, travel to other school buildings may be required.

PERFORMANCE RESPONSIBILITIES:

- Provide skilled nursing care to the assigned students.
- Serves as a back up nurse to provide assistance in maintaining the school's emergency card file
- Performs functions in the following areas: General Development, Self-help or Self-care, Needs for individual and environmental adaptations, Functional Mobility, Motor Skills and Musculoskeletal System and Sensory Motor Integration Skills.
- Assists with the development of emergency procedures to provide care that minimizes the effects of accidents and illnesses in the school based on the assigned student needs.
- Assists students, parents, and teachers adapt to chronic health problems of assigned students.
- Acts as the back up school resource person for health information and instruction.
- Works with the clinic nurse to maintain daily records of students seen in the clinic.
- Completes reports as required by school procedures and state regulations

- Reports to different location to perform duties depending on need and staffing
- Serves as a back up clinic nurse to provide emergency or immediate first aid, initiates the incident/accident report, and follows-up on all personnel injured on school property
- Adheres to the American Nursing Association Code of Ethics

EVALUATION:

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of professional personnel.