

## Job Description

Position Title: School Nurse  
Department: Student & Family Services  
Reports To: Building Principals and Chief of Student & Family Services  
Compensation: Commensurate with Degree and Experience  
Calendar: 190 Days  
Position Type: Certified Salary

### SUMMARY

Assesses students requiring the direct services of a registered nurse. Prepares health care plans for involved students and supervises the implementation of required health care procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties must be performed on site. Other duties may be assigned.

- Reports to work as scheduled on a regular and reliable basis.
- Observes students as requested to detect health needs.
- Administers medication and treatment prescribed by physicians.
- Conduct parent conferences and maintains liaison between physicians, parents and staff.
- Conferences with primary care physicians on health needs of individual students.
- Maintains up-to-date cumulative health records on all students requiring nursing intervention.
- Reports to parents, school personnel, physicians, clinics and other agencies on student health matters.
- Assumes authority, in the absence of a physician, for the care of a student who has suffered an injury or emergency illness.
- Administers first aid in accordance with established first aid procedures.
- Implements board policy and Iowa Health Codes on exclusion and re-admission of students in connection with infectious and contagious diseases.
- Conducts training for students related to handicap, health and hygiene.
- Gathers necessary information to write individual health plans as appropriate.
- Maintains and orders health supplies.
- Oversees work activities of health associates.
- Trains secretaries and health associates in the documentation and administration of medication.
- Maintains school, state and federal records as required by appropriate code.
- Meets core expectations for all certified staff contained in the District's professional growth system.

### SUPERVISORY RESPONSIBILITIES

Supervises the health associates, secretaries or temporary nurses as it relates to the Public Health Code but not for employment purposes. Oversees students when in the care of the nurse.

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Required: Diploma as a registered nurse.

Preferred: Previous experience working with children and young adults.

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### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Strong positive human relation and communication skills in working with students, parents and associated professionals.

### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### CERTIFICATES, LICENSES, REGISTRATION

Required: Valid and current Iowa license as a registered nurse

### OTHER SKILLS and ABILITIES

Ability to apply knowledge of current research and theory to an instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Demonstrated knowledge of curriculum techniques and accommodations to enhance student achievement. Interest and willingness to seek out new learning opportunities. Ability to give oral and written presentations to fellow staff members. Training and experience with intervention strategies for crisis management and problem solving. Knowledge and experience using technology in the classroom. Ability to assist others in integrating special education modifications in their classrooms.

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person 0 - 12 inches and on occasion up to 18 inches. Ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 90 pounds 0 - 12 feet and on occasion greater distances such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being of students. The employee is required to travel outside from building to building in varying weather conditions.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*