

JOB DESCRIPTION

TITLE

School Nurse – Charles City Elementary School

POSITION TYPE

Exempt

JOB QUALIFICATIONS

Registered Nurse

PRIMARY FUNCTION

The school nurse promotes student health and safety by conducting screenings, maintaining health records, administering first aid and emergency care, and implementing policies related to communicable diseases. The nurse provides health counseling, supports special education services, communicates with families and community resources, and serves as a resource for staff and students on health matters.

KNOWLEDGE, SKILLS, AND ABILITIES

- Assists coordinator of nursing, school health education committee, and administrators in developing an effective school health program.
- Supervises CNA and/or LPN.
- Evaluates students in case of a school transportation incident and reports to principal, supervisor, Director of Operations, and Superintendent.
- Reports health situations to the school administrator.
- Administers medication to students and maintains storage of medications per VDOE guidelines.
- Completes mandatory trainings per VDOE guidelines.
- Certified as a CPR Instructor, or is willing to get the certification.
- Participates in work of health education committee and serves as a health education resource person to staff and students.
- Prepares and distributes health topic bulletins to students, staff members, and parents.
- Conducts school programs of immunizations, physical examinations, and sight and hearing testing as directed by Coordinator of School Health Services.
- Conducts medical case finding, screening, and referral activities related to health defect of selected students.
- Observe students on a regular basis to detect health needs.
- Maintains up-to-date cumulative health records on all students.
- Refers parents of pupils needing medical care to appropriate private or community resources.
- Reports to parents, school personnel, physicians, clinics, and other agencies on student health matters, as directed by the Coordinator of School Health Services.
- Provides emergency nursing services for sick or injured students at school.
- Notifies parents of students about illnesses, physical defects and potential health problems and provides health counseling.
- Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered an injury or emergency illness.
- Administers first aid in accordance with established first aid procedures.
- Implements Board policy on exclusion and readmission of students in connection with infectious and contagious diseases.
- Prepares mandated health and developmental workups and updates on all special education students as assigned.
- Provides appropriate follow-through with special education students, parents and staff and apprises IEP team of medical problems of special education students as assigned.
- Assists with verification of selected student absences by home or telephone contacts with parents.
- Participates in in-service training programs.
- Assists school personnel in maintaining sanitary standards in schools and the identification and correction of safety and health hazards in schools.
- Performs other related duties as assigned.

EXPERIENCE RECOMMENDED

Three to five years experience recommended.



REPORTS TO

- Principal and Assistant Principal

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board ("School Board") is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time

