

POSITION DESCRIPTION

School Nurse

Revision Date: May 5, 2016

Reports to:	Principal
Supervises:	CNA
General Description of Duties (Knowledge, Skills and Abilities):	
To provide medical services, emergency treatment and medical counseling, i.e., pregnancy prevention, AIDS, drug & alcohol, and other health information for students at the schools.	
Salary Level	
Minimum Level 4 – pursuant to Cherokee Central Schools Salary Schedule	
Fail Labor Standards Act Status	
Exempt	
Qualifications/Experience	
An RN is preferred, but will consider an LPN, who would be supervised by an RN on staff.	
Major Functions	
<u>KNOWLEDGE</u>	
<ul style="list-style-type: none">• Provides standing nurse orders as submitted by Indian Health Service.• Provides medical counseling for students during the school day which would include: dental hygiene, drug and alcohol, AIDS, suicide, teenage pregnancy prevention, and other health related topics. Would also assist staff in the classroom with these topics listed.• Provides preventive nature counseling.• Coordinates vision and hearing tests for students at schools.• Communicates results of tests to parents.• Tracks and may take additional action on certain cases.	
<u>OPERATIONS</u>	
<ul style="list-style-type: none">• Available from 7:30 a.m. – 4:00 p.m.• Keeps daily log.• Serves as school/community liaison person.• Submits monthly report to Supervisor.• Files test results in permanent folders of students.• Assists Principal with immunization records.• Verifies records for all students.• Obtains records for all new students within first month of school.• Advises Supervisor of any problems in a timely manner.	
Appearance/ Disclaimers:	
All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.	