



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** School Nurse

**Qualifications:** BSN with a valid Iowa License, CPR/AED certified

**Reports To:** Building Principal

### Position Summary

Promote optimum health status and lifestyles for all students through joint efforts of the home, school and community.

### Essential Duties & Functions (but not limited to)

- Coordinates and conducts the health services program of the Clinton Schools.
- Is knowledgeable about the district policies that relate to health and health education.
- Establishes communication with the state, medical community, AEA, parents, community and school district personnel to facilitate the use of all resources available in implementing a total school health program.
  - Provides coordination with existing systems and services.
  - Uses community resources for referral of students with unmet health needs in school.
  - Collaborates with agencies within and outside of the community to insure continuity of services and care.
- Participates as a team member at IEP meetings as deemed necessary.
- Acts as a consultant and resource to the faculty in planning and implementation of the health curriculum.
- Collaborates with school administrators to establish, review, revise and implement school board policies.
- Provides direct health services/emergency care to individual students and staff.
- Assists audiologists with hearing screening.
- Performs nursing tasks to assist with school athletic physicals.
- Conducts vision screening. Informs parents/guardians of any possible problems.
- Promotes dental health within the school and complies with school dental screening requirement.
- Complies with Iowa law requiring blood lead testing.
- Identifies specific student health conditions which can have an impact on learning and advises school staff of modifications needed in the educational program.
- Follows mandatory reporter guidelines for suspected child abuse.
- Provides in-service programs for school personnel for medication administration, emergency procedures and current health issues as needed.
- Provides health counseling to students, families, and school personnel.
- Assists with kindergarten round-up.
- Makes home visits as necessary.
- Determines training of paraprofessionals, extent of orientation, amount and type of supervision that will be needed to comply with state nurse practice act, and other legal considerations.
- Consults with parent/guardian, student, and school personnel to keep the school informed about pertinent health problems and needs of students.

- Maintains up-to-date student immunization records. Informs parents of the Iowa immunization law.
- Documents student health visits, vision and hearing screenings, and pertinent health information on the district software programs.
- Identifies students and staff members with communicable diseases. Initiates appropriate follow-up to ensure prompt readmission.
- Orders and maintains adequate supplies to carry out the health program.
- Maintains health records for all students.
  - Develops individualized health plans for students with special needs. Assumes responsibility for provision of health-related procedures and treatments.
  - Collects student health data and submits health histories for the area education association staffing per request.
- Implements school medication policy.

#### **Additional Responsibilities**

- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Meet professional teacher education requirements of school, district and state.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

#### **Minimum Qualifications**

**Education:** BSN with a valid Iowa License and CPR/AED certified

**Working Conditions:** Primarily climate controlled office. Warmer/colder temperatures in other areas.

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

#### **Other Information**

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.
- Performs such other duties as are assigned by authorized representatives of the Board of Education.

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It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, and gender identity in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

February 2023