

**TITLE:** **K-3 NON-CERTIFIED SCHOOL NURSE**

**QUALIFICATIONS:** Registered Nurse Certification

**REPORTS TO:** Building Principal  
School Nurse

**JOB GOAL:** To provide needed services for optimum fulfillment of the health needs of the school program for students and staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain cumulative health file on each student.
2. Assure district regulations are met regarding dental and physical examinations and immunizations - follow state policy for exclusion.
3. Carry out the vision and hearing screening programs and follow-up of deviations. Conducts school programs of immunizations when needed.
4. Participate in the planning and follow-up of screening programs by agencies outside the school.
5. Review and interpret medical and dental reports. Send letters to all students in need of additions and corrections.
6. Interpret the health and developmental status of the pupil to himself, his parents and school personnel.
7. Counsel with pupils and staff in dealing with their health problems.
8. Compile and maintain a file of current health education materials for students and faculty.
9. Act as consultant and resource person to staff in their health teaching.
10. Encourage and assist with in service health education programs.
11. Establish policies and procedures for providing emergency care for illness and/or injury occurring while the student is under the jurisdiction of the school.
12. Review all accident reports and make any corrective action if applicable as per the Safety Committee developed plan. Hand out insurance forms to parents with explanation and fax to Unit Office.
13. Work with community agencies for effective use of their resources and facilities.
14. Appraise student health problems and inform teachers of it. Develop confidential health report for all staff members and update as needed.
15. Reports any students with abuse situations as deemed by mandatory instruction.

16. Conduct home visits and health histories as required for special education purposes in a timely manner.
17. Take an active role in staffing for special education students when health problems are evident.
18. Other reasonable tasks as assigned by the school administration within the scope of what is required of other non-certified staff members.
19. Dispense medicine to students. Get medicine ready to go on all field trips.
20. Maintain medicine in locked cabinet and maintain medication/records and update annually.
21. Checks absences daily. Helps social worker monitor truancy problem.
22. Respond to emergencies as required.

**TERMS OF EMPLOYMENT:** Salary and work year of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the administration and will be based upon the yearly adopted salary schedule.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.