



# Nurse, School

**Reports to:**

Principal; Nurse Coordinator;  
Consulting Nurse

**Structure/Grade:**

LPN: 117/RN: 122

**Division:**

School-Based

**Workdays:**

186

## Position Summary

Provide essential healthcare services to students, including direct care, emergency assistance, medication administration, and health education, to foster a climate of health and well-being within the school setting. Work independently with minimal supervision, applying intermediate-level knowledge to ensure student safety and academic readiness, while also supporting staff in promoting a healthy school environment.

## Essential Job Duties

- Provide direct care to students, including administering medications, giving intramuscular injections, performing respiratory assessments, and assisting with emergency needs.
- Monitor and assess student health on a regular basis to differentiate between those who can remain in school and those who need to be excluded due to illness.
- Maintain accurate health records.
- Conduct regular health screenings such as vision and hearing tests; identify issues and communicate with parents, guardians, school personnel, physicians, clinics, and other agencies as necessary.
- Collaborate with parents, teachers, administrators as well as healthcare providers and community resources to promote student health and create a safe school environment.
- Serve as a resource for health-related issues, providing guidance and support.
- Provide health education to students, staff members, parents, and guardians on topics such as hand hygiene, nutrition, physical activity, and other preventive practices.
- Perform mandatory reporting duties to ensure compliance with all relevant local, state, and federal laws and regulations.
- Identify problems and resolve moderately complex issues related to healthcare matters.
- Perform additional duties as assigned.

## Qualifications

- Grade 117 - Licensed Practical Nursing or equivalent education/training required.
- Grade 122 - Registered Nurse License is required.
- First Aid certification and CPR, BLS Certification required.
- Minimum one (1) year registered nurse, practical nursing or closely related experience is required. Experience in pediatric nursing is preferred.



### Knowledge, Skills, and Abilities

- Intermediate nursing knowledge, including infection control, medication administration, and health assessment procedures
- Understanding of body functions
- Knowledge of public health management protocols
- Knowledge of child development and educational principles and approaches pertinent to children with various disabilities and learning needs
- Knowledge of educational approaches for planning and implementation of intervention programs for children and families
- Knowledge of DCSD policies and procedures
- Ability to perform clinical tasks professionally
- Ability to identify symptoms of diseases and chronic medical problems
- Effective oral, written, and interpersonal communication skills, and the ability to communicate with those with sight, hearing, and speech impairments
- Good computer skills, and the ability to use all relevant software
- Ability to build productive internal and external working relationships and to resolve mutual problems by collaborating on procedures or transactions
- Ability to maintain accurate records
- Ability to maintain a high level of confidentiality
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to provide standard professional advice and create initial reports/analysis for review by experienced team professionals
- The ability to assist students with toileting, feeding, transference from one seat to another seat or location.
- The ability to remove students' clothing, diaper students, and clean students

### Physical Demands and Work Environment

- Occasionally required to move equipment weighing up to 25 pounds.
- Occasionally required to maneuver and assist people weighing from 25 pounds to more than 100 pounds.
- Occasionally exposed to hazardous fluids.
- Occasionally exposed to the risk of needlesticks and exposure to communicable diseases.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*