

**Elkhart Community Schools**  
**Position Description**

<b>Position Title:</b>	<b>Registered School Nurse</b>	
<b>Qualifications:</b>	<i>Required:</i> Licensed in the State of Indiana as a Registered Nurse. Regular and timely attendance is required.	
<b>Department:</b>	Student Services	
<b>Reports to:</b>	Assistant Superintendent of Student Services	
<b>Prepared by:</b>	Dr. John Hutchings	
<b>Approved by:</b>	W. Douglas Thorne	Date: 10/8/2012

**SUMMARY:** To enable all students to fully utilize their educational opportunities by providing a range of health services within the total school health program, which eliminates, as far as possible, those conditions that prevent or interfere with the learning of the student.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (*Other duties may be assigned*):

1. Assume responsibility for achieving system-wide goals and objectives of the school health program by cooperating and working effectively with all staff.
2. Administer medication and carry out medical procedures in accordance with provisions of Board policy JHCD – Administering Medicine to Students; as well as the standard of care for registered nurses.
3. Administer first aid while on duty. Respond to emergency calls from all schools. Establish emergency care policies to be followed in the nurse’s absence.
4. Provide a system of supportive services for students which includes optical, medical and dental care.
5. Develop and implement Individual Health Plan (IHP) in accordance with nursing standards for students with diabetes, seizure disorders, asthma, anaphylactic reactions, or other health conditions requiring an IHP.
6. Annually instruct unlicensed assistive personnel (UAPs) in the safe administration of medications, as well as back-up personnel assigned for diabetic care, epi-pen administration, and other procedures requiring training.
7. Initiate health appraisals for students’ periodic physical and dental exams. Make referrals, as needed, to parents, school personnel, or community health resources for intervention, remediation, and follow through.
8. Respond to employee injuries, referring them as needed for further care, and completing documentation paperwork.
9. Provide formal or informal teaching as a means of helping the student maintain optimum health and serve as a resource person in health instruction.
10. Serve as the building’s exposure control officer.
11. Serve as a member of the building’s disaster team.
12. Act as a liaison between health professional/family/community health agencies and school personnel.
13. Maintain up-to-date health records for each student.
14. Make referrals of students with special health needs or signs of possible abuse to appropriate health professionals and community agencies.
15. Prepare and submit required local and state reports to appropriate school personnel.
16. Comply with all rules and regulations adopted by the State Board of Health, the Elkhart County Health Department, and those of the local school board.
17. Make home contacts, as requested by the school principal or as needed for effective health care.
18. Help prevent and control communicable diseases by education, referrals and student health removal.
19. Review and recommend revision of school board policies which relate to nursing services.
20. Attend conferences, workshops and professional meetings to keep abreast of current information concerning health services and education.
21. Demonstrate the ability to work harmoniously with all persons with whom he or she comes in contact, both within the school family and in the community at large.
22. Maintain health equipment and order supplies, for the health office, needed for providing appropriate care.
23. Perform all other tasks as may be assigned.

**Special Responsibilities:**

1. As assigned, serve as a member of the Superintendent's Health Advisory Committee.
2. As assigned, serve as health services representative on school system committees.

**Terms of Employment:** Salary according to Board Policy GDBA-8; Fringe benefits as per Board Policy.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Certificates, Licenses, Registrations:** Licensed in the State of Indiana as a Registered Nurse.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills:** Ability to work with mathematical concepts and basic operations of arithmetic. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

**Other Skills and Abilities:**

- Knowledge and use of CPR, First Aid and Heimlich maneuver.
- Knowledge of 1) principles and practices underlying professional nursing; 2) principles and practices underlying the special field of school health; 3) current trends in nursing and of literature in the field of school health, 4) organization and administration of other cooperating agencies; 5) state and local laws relating to health and social issues.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. Ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 50 pounds, such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, work output, and well-being of students.

**The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**