

FAYETTE COUNTY PUBLIC SCHOOLS

School Health Services Nurse Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Assigned School	FLSA STATUS:	Non-Exempt
REPORTS TO:	Principal and School Health Services Coordinator	WORK CALENDAR:	190 Days 8 Hr/Day
SALARY SCHEDULE:	Classified Salary Schedule	APPROVED (Board):	December 2003
PAY GRADE:	4780: LPN 5180: RN	REVISED:	November 2024; December 2022; September 2022; June 2022; August 2020; July 2019 February 2018, June 2015

SUMMARY: Under the supervision of the principal and school health services coordinator, maintain all aspects of a proficient school clinic.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Maintain a proficient school clinic
3. Maintain equipment and inventory supplies as appropriate
4. Maintain confidentiality by respecting the privacy of staff and students in the clinic, their health issues and records in accordance with HIPPA and FERPA laws
5. Communicate with healthcare providers and community resources when appropriate regarding health concerns of staff and/or students
6. Maintain current knowledge of school health guidelines through county training when provided and monthly Clinic Staff Meetings
7. Disseminate information about health resources available to staff, students, and families
8. Participate on appropriate school-wide committees (i.e. CARE)
9. Maintain student health records and document visits electronically in accordance with the School Health Services Manual and county policies
10. Report clinic activities to School Health Services Coordinator as requested
11. Provide appropriate health services/care in a nondiscriminatory manner for staff and students
12. Promote principles of health and safety with the school and provide in-service education to staff and students as required annually (i.e. infection control, Sudden Cardiac Arrest Awareness and AED program) and as requested
13. Maintain certification in CPR, AED and First Aid
14. Monitor School-based AED Program at school including annual in-service, maintenance of unit, and CPR-certified staff
15. Participate in the county's Emergency Preparedness Plan as directed by the School Health Coordinator and/or County Health Department
16. Store, assist with student medication (prescription and non-prescription) and documentation of administration in accordance with School Health Services Manual and county policies
17. Communicate pertinent student health information in a timely manner to parents/guardians, principal/designee, other school staff and/or School Health Services Coordinator with good customer service and friendliness

18. Assist in development and implementation of Individual Health Care Plans for students with chronic health conditions and /or special health needs and notify pertinent staff
19. Participate in Student Support Teams and other parent meetings as appropriate/requested
20. Coordinate mass and/or individual vision, hearing, scoliosis or communicable disease screenings of students and follow-up care
21. Monitor student immunization and health records for state requirements and annual audit
22. If RN, mentor RN-reentry candidates as requested by School Health Services Coordinator in accordance with the Georgia State Board of Nursing
23. Ability to be present at the physical worksite
24. Must be able to properly and consistently supervise students, particularly during emergency situations
25. Perform other duties as assigned and allowable by intended program

REQUIRED QUALIFICATIONS:

Valid State of Georgia licensure as a registered or practical nurse

Nationally recognized Health Care Providers CPR AED certification

Two (2) years clinical patient care or school clinic experience, including but not limited to administration of medications, health assessments and use of basic computer applications.

Excellent oral, written and interpersonal communication skills

PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

Registered Nurse licensure

Four (4) years clinical patient care experience

Experience working with children

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the principal and/or School Health Services Specialist. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria (Georgia Board of Nursing Laws, Rules and Policies). Maintenance of criminal history check is required for all employees.