

# Forsyth County Schools Job Description



Job Title: NURSE

FLSA Status: EXEMPT

Salary Schedule/Days: NURSE/185 DAYS

Location/Department: SCHOOL BASED

Retirement Plan: TRS

## POSITION SUMMARY

Promote the health and well-being of students, staff, and visitors by providing medical care, managing chronic conditions, and responding to health emergencies.

## QUALIFICATIONS

### Certifications, Licenses or Permits:

- Valid State of Georgia nurse license required (RN or LPN).
- Valid certificate in Basic Life Support (BLS) required.

### Education, Experience, and Other Requirements:

- Minimum of three (3) years of experience in pediatric nursing or community health nursing preferred.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.
- Must be able to properly and consistently supervise students, particularly during emergency situations.

## ESSENTIAL DUTIES

- Conduct and/or coordinate school health services program, including screenings, assessment of immunization status, and tests for hearing and vision, as appropriate.
- Perform student health procedures and assist students with administration of medication, as necessary.
- Select and refer students in need of medical and dental care.
- Report to parents/guardians, school personnel, physicians, clinics, and other agencies on school health matters.
- Maintain up-to-date health records on students.
- Observe students on a regular basis to detect health needs.
- Participate with school staff in developing and implementing the total school health services program.
- Advise on modifications of the education program to meet health needs of individual students.
- Prepare and submit reports as required.
- Advise the principal and family of infectious and contagious diseases.
- Perform other duties as assigned.

Reviewed By: HEATHER GORDY (APPROVED)

Date: 1/2/2025

Approved By: DERRICK HERSHEY

Date: 1/2/2025

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