



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

School Nurse

Job Summary:

The School Nurse is responsible for the coordination and development of a health program in the assigned area of responsibility. Communicates the health needs of students to administrators, supervisors, and staff. The School Nurse may coordinate the activities of a licensed practical nurse/nurse aide in the assigned area.

Essential Duties (May include, but not limited to):

1. Administers medication, or coordinates the administration of medication by designated staff.
2. Monitors the effects of medication on students and coordinates the collection of information regarding medication needs of students.
3. Maintains and updates individual medical and health records for students/staff.
4. Communicates with students, parents, and staff on health needs for individual students and general health promotion.
5. Conducts in-service training for staff on proper medical/health care procedures to be utilized in the care of students.
6. Coordinates and delivers in-service training for staff relative to the Bloodborne Pathogens Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard.
7. Has primary responsibility to implement and/or coordinate student health care procedures in accordance with district operating procedures and acts as a team member in planning for student/staff health care.
8. May administer and/or recommend first aid treatment to students and staff.
9. Refers students and staff needing further attention to appropriate agencies or medical specialists, and communicates such referrals to administration.
10. Monitors and distributes medical and first aid supplies.
11. Monitors medical conditions of students and staff such as temperatures, seizures, injuries, and communicable diseases.
12. Responsible for ordering supplies and maintaining the clinic.
13. Coordinates and/or conducts medical screening tests for students including vision, hearing, and scoliosis, and tuberculin screening for staff.

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14. May be responsible for assisting in the planning and implementation of behavior management procedures for students.
15. Consults, counsels, and collaborates with parents, school personnel, students, and appropriate community agencies regarding behavioral and educational concerns developed in a multi-tiered system of support.
16. Participates in staff development and in-service activities.
17. Consistently models Win-Win leadership.

Other Duties:

1. Drives to and from district sites to deliver nursing care or medical services.
2. Represents the district on various community service agencies and professional organizations as appropriate to the assigned area.
3. Performs other related duties as assigned.
4. Responsible for providing information and assisting as necessary in the pre-registration process for the Flint Registry.

Qualifications:

Education:

Bachelor's degree in nursing or related field is required. State of Michigan Registered Nurse (RN) license required; current CPR preferred. Eligible for school nurse certificate required (interim, standard or professional school nurse).

Experience:

Three years experience in a public health or school nursing situation preferred. Experience working with children with disabilities preferred.

Skills/Other:

Ability to work collaboratively on a team, which includes nurses, counselors, teachers, administrators, and community partners. Ability to perform well during emergency/crisis situations. Thorough knowledge of nursing skills with commitment to working with students with disabilities. Ability to utilize district technology and work to maintain proficiency, as required skill sets change with technology and/or the needs of the district. Ability to participate in and understand quality assurance and evaluation activities. Demonstrated mental/physical ability and stamina necessary for assisting in the implementation of behavior management plans, lifting students, and meeting the unique needs of students with disabilities. Ability to relate and communicate with students, parents, and staff. Accepts administrative directive. Punctuality and good attendance are requirements for the position. Ability to work a flexible work day, work week, and work year. Discretion with confidential information. Demonstrate honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised, and professional image at all times. Ability to make decisions in accordance with established board policies and administrative guidelines.

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Special Job Considerations:

Certification: Required

Type of Certification: Michigan Registered Nurse License

Bargaining Unit: GIEA

Salary Schedule: Certificated Salary Schedule

Immediate Supervisor: Building Principal

Supervision:

Date: July 21, 1994, May 23, 2002, October 9, 2002, August 9, 2006, July 10, 2007, April 30, 2014, August 3, 2017; May 3, 2023

Approved: TLH: cs *JH*

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