

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

SCHOOL NURSE-RN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Valid Florida licensure as a Registered Nurse (RN), Bachelor's Degree from an accredited nursing school preferred.
- (2) Three (3) years successful experience in pediatric, public health, or school nursing preferred.
- (3) Computer proficiency.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to observe students for development and health patterns to make a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Health Services Coordinator and Principal

JOB GOAL

To provide health services for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Prepare the school health room area for use, ensuring safety, cleanliness and adequate stocking of supplies.
- *(2) Establish safe health room procedures.
- *(3) Maintain a log of health room visits by students with appropriate descriptive information.
- *(4) Assist students with required medications documenting according to established guidelines.
- *(5) Administer medications following school and county policies.
- *(6) Provide routine first aid and health procedures.

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Paid Days Revised: 11/14/06
Revised: 07/27/10
Revised: 07/21/20
Revised: 06/13/22
Revised: 06/12/23

REGISTERED NURSE (RN) (Continued)

- * (7) Refer serious illnesses or injury.
- * (8) Administer CPR if indicated in emergency situations.
- * (9) Conduct and document required screenings.
- * (10) Conduct health screening activities, special clinics, training sessions and staff meetings.
- * (11) Review health and immunization records for compliance.
- * (12) Maintain a current list of students with acute and/or chronic conditions.
- * (13) Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
- * (14) Assist school personnel with completion of incident/accident reports.
- * (15) Contact parents/guardians as needed.
- * (16) Counsel students and parents concerning health problems.
- * (17) Serve as a health liaison between home and school.
- * (18) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (20) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (21) Ensure adherence to good safety standards.
- * (22) Maintain confidentiality regarding school/workplace matters.
- * (23) Model and maintain high ethical standards.
- * (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (26) Provide referral and follow-up for identified health problems when appropriate and report communicable diseases to appropriate agencies.
- * (27) Maintain a cooperative working relationship with appropriate governmental agencies.
- * (28) Exercise service orientation when working with others.
- * (29) Keep supervisor informed of potential problems or unusual events.
- * (30) Use effective, positive interpersonal communication skills.
- * (31) Respond to inquiries and concerns in a timely manner.
- * (32) Serve on school/district committees as required or appropriate.

System Support

- * (33) Exhibit interpersonal skills to work as an effective team member.
 - * (34) Follow federal and state laws as well as School Board policies, rules and regulations.
 - * (35) Demonstrate support for the school district and its goals and priorities.
 - * (36) Demonstrate initiative in identifying potential problems or opportunities for improvement.
 - * (37) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
 - * (38) Participate in cross-training activities as required.
 - * (39) Perform other tasks consistent with the goals and objectives of this position.
 - * (40) Perform other duties assigned by supervisor.
- * Essential Performance Responsibilities

REGISTERED NURSE (RN) (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

May be required to restrain a physically active individual as a temporary safety measure.

Job Description Supplement 06

TERMS OF EMPLOYMENT:

Support Personnel

Pay Grade RN Range 196 days worked per year (10 months)

FLSA Non-Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.