

Job Title: LICENSED SCHOOL NURSE

JOB SUMMARY: Under direction of the Director of Special Services, ISD 192 has two Licensed School Nurses that provide guidance for district health services; directs school nursing services; assists in planning school health programs; and serves as resource person in preparing health education curricula.

Essential functions of the job may include but are not limited to the following:

- Develops, oversees and evaluates the district health program.
- Assists the Director of Special Services in developing, implementing and evaluating a system to identify and provide for the health needs of all students.
- Develops and implements a school health management protocol for students with special health care needs, including the administration of medications and other medically directed treatments.
- Provides first aid care and medically prescribed services.
- Screens and conducts health appraisals for students.
- Completes District health reports for submission to local, county and state officials as required.
- Maintains security of school health supplies.
- Serves as a resource person on health issues.
- Monitors compliance of school health programs with federal, state and local laws, regulations and policies.
- Provides support to assigned building nurses and school health programs.
- Corresponds with parents on the health needs of children.
- Prepares health reports for supervisor, board of education and health department.
- Promotes and assists in communicable disease control through immunization programs, early detection, monitoring and reporting.
- Serves on district committees for Health & Safety and Wellness.

Other functions of the job include but are not limited to the following:

- Performs other comparable duties of a like or similar nature as apparent or assigned.
- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on district committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, health laws, rules and prescribed procedures and processes to help ensure District compliance.

Knowledge, Skills and Ability Required:

- Bachelor's degree in nursing.
- Licensed as a Public School Nurse by the Professional Educator Licensing and Standards Board.
- 3-5 years as a Related Services Provider and/or Nursing experience.
- 3 years of leadership or management experience in a public health nursing position preferred.

- Working knowledge of the principles, practices and ethical standards of School Nursing; relevant state and federal laws, rules and regulations; and applicable district policies and procedures.
- Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student health concerns and problems.
- The skill and ability to communicate both orally and in writing.
- Considerable knowledge of child growth and development.
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Knowledge of relevant technology.
- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Ability to establish and maintain cooperative and effective working relationships with others.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

April 2025