

**Kenston Local School District**  
**JOB DESCRIPTION**

**POSITION TITLE:** Nurse

**QUALIFICATIONS:** Registered nurse preferred

**JOB GOAL:** To provide the fullest educational opportunity for each student by minimizing absences due to illness and creating a climate of health and well-being in the schools.

**REPORTS TO:** Building Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Provide for the immediate administration of primary first aid; keep administrators updated on any serious injuries; assist in completion of accident reports, when necessary.
2. Maintain a daily log of students seen in clinic and note the disposition of each case; make health assessments when students are sick and call parents when necessary.
3. Properly store all medications. Administer all medication to students as prescribed on the appropriate forms and in accordance with board policy. Supervise the storage of the medication; keep accurate records of medicine distribution administration. Return or properly destroy all medications at the end of the school year.
4. Instruct teachers on proper dispensing of medications for field trips. Train staff on emergency recovery medications.
5. Observe students on a regular basis to detect health needs. Assume responsibility for referral of students in need of medical and dental care.
6. Assist in maintaining health records for each student; update health records; note health problems and proper immunizations. Submit state reports accurately and in a timely manner.
7. Interpret the health and developmental status of the student to himself, parents and school personnel.
8. Screen and complete evaluation form for students on 504, IEP (Individual Education Plan) and other Plans and attend meetings as necessary.
9. Assist in maintaining appropriate storage and inventory of supplies for clinic/s.

## **JOB DESCRIPTION – Health Aide (Continued)**

10. Monitor school health practices and procedures consistent with local, state and federal rules and regulations.
11. Advise and assist school personnel in maintaining sanitary standards in schools.
12. Create and maintain a confidential list of health problems at school/s.
13. Report to the principal if communicable disease is suspected; assess the classroom to ascertain the presence of communicable diseases. Notify parents of classmates as necessary.
14. Facilitate vision and hearing screenings at your school as mandated by the state. Assist at other District school screenings.
15. Attend meetings and inservices as scheduled by supervisors.
16. Work cooperatively with other school employees to maintain and improve student well-being and health.
17. Perform other duties as may be assigned by the principal.