

Metropolitan School District of Pike Township Job Description

Position Title: School Nurse

Summary: To protect and promote the health and well-being of students and staff members of the Metropolitan School District of Pike Township by assuming a leadership role in development and implementation of a school wide health program.

Hours: Monday- Friday. General school hours.

Prior experience: ER, school nurse, or pediatric experience preferred.

Qualifications/knowledge/skills/abilities:

- Requires current state of Indiana license as a Registered Nurse or Licensed Practical Nurse.
- Requires that the RN or LPN has graduated from a nationally accredited nursing program.
- A minimum of one-year experience working as a school nurse preferred.
- Demonstrate the ability to effectively communicate.
- Knowledge of child growth and development, community and family dynamics, cultural diversity, current health issues and wellness education.
- Demonstrate effective skills in problem solving, organization, planning, record keeping and human relations.
- Possess knowledge of laws and regulations regarding student immunization and health requirements before enrollment in public schools.
- Demonstrate working knowledge of the use of various technological software and equipment for tasks such as, but not limited to, word processing, data management, information retrieval, visual presentations, and telecommunications.
- Possess a valid driver's license (preferred).
- Prior to employment, the following must be addressed:
- Required to complete a criminal history background check to prove that the individual has not been convicted of a crime or a disorderly person's offense in accordance with N.J.S.A 18A: 6-7.1.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A: 32-6.2.
- Meet such alternatives to the above qualifications as the school director find appropriate and acceptable.

Performance Responsibilities:

- Help foster and maintain an effective and caring learning climate in the school.
- Assist in the management of the school in accordance with Indiana administrative code, school law, public school policies and school procedures.
- Support and promote board and administrative initiatives and decisions.
- Work in cooperation with the school physician and any other school health professionals along with members of the staff, parents, and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
- Conduct health services and screening programs as required by law and/or public school policy.
- Schedule and supervise health surveys of students and staff.
- Provide emergency care in case of sudden illness and administer first aid in case of injury to students or staff according to established policies and procedures. Be responsible for the availability and maintenance of required medical supplies and equipment.
- Maintain up-to-date health records on all students; maintain separate records of immunizations for the purpose of an immunization record audit and ensure the confidentiality of these records.
- Help prevent and control communicable disease through classroom discussions, inspections, exclusion and re-admissions of students and staff in keeping with state and local health regulations and charter school policies.
- Take immediate action and notify appropriate personnel concerning any evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
- Confer with and advise students, parents, and staff members on matters pertaining to the health and safety of students.
- Maintain proper phone etiquette and practice discretion when communicating with parents or the community.
- Participate in the development and implementation of the public school's emergency and crisis management plan.
- Serve as resource to the instructional staff in developing curriculum, modifying instruction, and selecting the materials used to meet the State Core Curriculum Content Standards for a comprehensive health education program.
- Plan and implement school health management protocols for the child(ren) with chronic health problems.
- Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the school director any unsafe practices or conditions.
- Maintain a safe and clean health office including the care and maintenance of all health office equipment needed to carry out health care functions and responsibilities.
- Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Serve as a role model for students, demonstrating the importance and relevance of practicing good health habits.
- Provide special health care and related services to meet the needs of students with disabilities.
- Administer prescribed medication to students in accordance with law and public school policy.
- Work with community health agencies and resources to provide a comprehensive and coordinated health service program for the school and its students.
- Maintain professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
- Assist in the development of policies and procedures for comprehensive health education and services.
- Possess an understanding of the school emergency response plan.
- Keep the staff informed and seek ideas for the overall health and wellness of the public school.
- Communicate with the school director about the needs, successes, and general operations of the public school.
- Prepare and maintain reports as required by IDOE
- Perform any other duties within the scope of his/her employment and certification that maybe assigned.

Patient Type:

- Pediatric
- Adults

Work Remotely:

- No