

PROFESSIONAL JOB DESCRIPTION



TITLE: Building Nurse

REPORTS TO: Director of Human Resources & Building Principal

POSITION GOAL:

To provide the fullest possible educational opportunity for each district student and staff member by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

QUALIFICATIONS:

1. Valid state license to practice as a Registered Nurse.
2. Valid Child Abuse & Dependent Adult Mandatory Reporter Training Certificate
3. Certified as a public school nurse, preferred.
4. Two years of experience as a nurse, preferably in a school district.

PERFORMANCE RESPONSIBILITIES:

1. Maintain comprehensive school health records for students, and when applicable, for staff.
 - immunization plan and records
 - screenings (vision, hearing, scoliosis) plan and records
2. Prepare and submit reports for the Superintendent (or Designee) and the Department of Education.
3. Organize communicable disease control program. Disseminate plan to each building.
4. Assist school personnel in establishing good safety practices and sanitary conditions in schools. Cooperate with the administration and guidance services in analyzing social-health problems. Serve as resource person for teachers as they develop health units.
5. Attend committee meetings and conferences regarding health services.
6. Contact homes of students when applicable by school policy/practice, or when referred by principal(s).
7. Report to parents, school personnel, physicians, clinics and other agencies on school medical matters.
8. Authorize exclusion and readmission of students in connection with infectious and contagious diseases.
9. Assume responsibility for selection and referral of students in need of medical and dental care.
10. Requisition necessary health supplies.
11. Regularly assess and modify as deemed necessary the procedures and functioning of the building health office. Responsible for the proper training and proper health services work of the assigned associates. The nurse(s) is/are responsible along with the building principal for the supervision of the health associates.
12. Plan the First Aid care in the school building(s). Assist the teachers with first aid care. Give first aid to injured or ill students or employees.
13. Report to appropriate Central Office administrators and building administrators regarding personnel, finance, curriculum, facilities, equipment, and supplies.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provision of the Board policy and negotiated agreement.