

OCSD Job Description

POSITION TITLE: Nurse

DEPARTMENT: School

REPORTS TO: School Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists school health committee and administrators in developing the school health program.

Participates in work of health curriculum committee.

Performs state recommended screenings on appropriate groups of students and makes necessary referrals.

Observes students on a regular basis to detect health needs.

Informs teachers and staff on screening students for health defects.

Maintains up-to-date cumulative health records on all students.

Reports to parents, school personnel, physicians, clinics and other agencies on student health matters as requested by the superintendent, district staff and principals.

Visits student homes when necessary.

Administers First Aid in accordance with established procedures.

Monitors, assists and/or administers medications.

Administers or assists with prescribed medical services.

Makes recommendations to Director of Speech and Language Services on program improvement.

Implements policy on exclusion and readmission of students in connection with infectious and contagious diseases.

Maintains confidentiality of student records.

Participates in professional development training programs.

Attends meetings called by the Director of Speech and Language Services.

Assists school personnel in maintaining sanitary standard in the school.

Checks records to ensure that all students have had the immunizations required by law and refers parents to where they may be obtained.

Prepares and submits required health reports to appropriate agencies.

Performs other duties as may be assigned by the principal.