

**JOB DESCRIPTION  
SCHOOL NURSE**

**2f.**

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**TITLE:** School Nurse

**QUALIFICATIONS:**

1. Registered Nurse Licensure
2. Current Mississippi License
3. Current CPR Certification
4. At least 2 years of general nursing experience, pediatric area experience preferred.
5. Effective organization and project management skills combined with flexibility, attention to detail, and ability to multi-task.
6. Self-motivated, high energy and ability to work independently in a school environment.
7. Growth mindset and a dedication to continuous learning and improvement.
8. Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Superintendent and OSSD Student Services Director.

**JOB GOAL:** To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and wellbeing in Ocean Springs School District.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Such duties and responsibilities as may be assigned, including but not limited to:

1. Provide health counseling and health guidance.
2. Provide group guidance and counseling on health care issues.
3. Consult with parents, teachers, administrators, physicians and significant others on health care matters.
4. Provides pediatric/adult physical assessments and health histories.
5. Uses techniques of observation, percussion, palpation, auscultation, instrumentation, and procedures to assess the health status of the child.
6. Assesses the physical and psycho-social development of the school-aged child.
7. Serves as a liaison and resource person between school faculty, students, physicians, and parents.
8. Reports communicable diseases as directed by state and World Health Organization guidelines.
9. Conduct medical screenings as required by law, including but not necessarily limited to, hearing, vision, teeth, growth, weight, and other routine exams.
10. Dispenses medication as needed and according to federal, state, local and school guidelines.
11. Maintain a daily nursing log of students seen for any medical reason.
12. Assist with first aid procedures for medical emergencies.
13. Contribute to the development and implementation of IEPs, 504s and/or health plans for students having extensive medical needs.
14. Perform other duties as assigned by Supervisor.

**TERMS OF EMPLOYMENT:** 183 days    **Classified/Non-Exempt**

## **Job Description: Community Relations Coordinator**

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**EVALUATION:** Performance of this job will be evaluated by the supervising building administrator.

**Approved by the School Board on: July 11, 2006**

**Revised on: September 20, 2016**

**March 12, 2024**