

CARLISLE COMMUNITY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE School Nurse

REPORTS TO Building Principal

QUALIFICATIONS

Required

- Licensed as professional nurse (RN) in Iowa
- Maintain continuing education requirements for licensure
- Current Basic Life Support CPR certification
- Current Mandatory Reporter: Child and Adult Abuse Certification
- Works well with others
- Maintains positive and effective communication with staff, students and families
- Demonstrates integrity and respects confidentiality
- Able to prioritize, organize and accomplish assigned work
- Able to work independently and/or as a team to complete tasks and meet goals
- Demonstrates initiative and ability to work without close supervision
- Must clear criminal record and child abuse checks
- Certificate of good health signed by a licensed practitioner

Preferred

- RN with baccalaureate degree in Nursing
- Previous pediatric nursing, school health nursing or community health nursing

PERFORMANCE RESPONSIBILITIES

- Evaluates students and recognizes signs and symptoms of illness, including communicable diseases; refers students with signs and symptoms for diagnosis and treatment.
- Promotes and assists in the control of communicable diseases through preventive immunization program, early detection, surveillance and reporting of contagious diseases.
- Participates and gives leadership to planning for the provision of proper emergency care and first aid for sudden illnesses or accidents incurred under school jurisdiction.
- Maintains confidential student health information.
- Provides health counseling and guidance to students and parents.
- Develops priorities in identifying and managing student health problems.
- Administers medication following school policy.
- Develops and implements Emergency Action Plans.
- Promotes wellness through annual screening for vision and hearing.
- Participates in planning the modification of the school program through the individualized health plan to meet special needs of students.
- Participates in staffing of students encountering difficulties in school.
- Facilitates the removal of health-related barriers to learning and promotes an optimal level of wellness for students and staff.
- Provides health education to assist students in assuming greater responsibility for their own health and facilitating responsible decision making practices.
- Assists in the formation of health policies, goal and objectives for the school district.
- Works in collaboration with others in the school and surrounding community to improve students' health status.
- Assists the student and family in recognizing and coping with health issues and understanding the impact of these issues on the student's educational program.
- Develops procedures and provides for crisis intervention.

PERFORMANCE RESPONSIBILITIES (continued)

- Assists the family in utilizing community health and medical resources to restore, maintain and promote the health of family members.
- Recommends provisions for a safe school environment.
- Promotes integration of health concepts into the regular school curriculum.
- Acts as a resource in promoting health careers.
- Trains and supervises non-licensed personnel performing health procedures.
- Provides appropriate training and supervision for staff regarding specific health needs.
- Supervises online medication administration course for designated staff.
- Supervises Iowa drug and alcohol testing program for Transportation personnel.
- Participates in continuing education programs to update skills and maintain certification.

PHYSICAL REQUIREMENTS

- Able to work with interruptions during the work shift.
- Able to sit at desk for long periods.
- Able to stand/walk up to 3-4 hours
- Able to perform more physically demanding tasks with assistance or medically assistive equipment
- Able to stoop and bend

WORK ENVIRONMENT

- Work is mostly indoors, but could be anywhere on school grounds.
- Work is independent.
- May be called to other school sites.
- Exposure to blood and other bodily fluids.
- Substance free environment

TERMS OF EMPLOYMENT

- Wage and work year to be established by Administration as outlined in the Master Contract.
- Employment per board policies and administrative rules and regulations.
- Performance evaluated as outlined in the Master Contract.

Evaluation:

- Performance of this job will be evaluated in accordance with board policy
- Evaluation is the responsibility of Human Resource Director in collaboration with building principal.

Disclaimer:

- The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel in this position. These statements are not intended to limit or, in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision.

Adopted Date March 2009

Revised Date December, 2009

The Carlisle Community School District does not discriminate on the basis of race, color, age, national origin, gender, sexual orientation, gender identity, religion, creed, or disability. The Carlisle Community School District is an Equal Opportunity/Affirmative Action Employer.

Character, Service, and Excellence in Everything We Do.