School Nurse

Job Description

Qualifications:

1. Eligible for certification as a school nurse by the West Virginia Department of Education.

Immediate Supervisor: School Principal

Duties and Responsibilities:

The school nurse works in cooperation with the principals of the schools and is responsible for those activities which are nursing functions.

1. Display leadership and support in all areas of responsibility.
2. Establish and implement an improvement process for all areas of responsibility.
3. Establish good public and employee relations in all areas of responsibility.
4. Maintain professional work habits.
5. Maintain and upgrade his/her professional skills.
6. Provide health appraisal of students upon referral, and hearing, vision and dental screening of new enrollees and students in grades k and 4.
7. Provide emergency care in case of accident and/or illness.
8. Instruction of responsible persons from the schools in basic first aid and cardiopulmonary resuscitation.
9. Guidance and counseling of pupils in health instruction and home visits if necessary.
10. Cooperation with community agencies, referrals and/or reports.
11. Record accurate health records of all pupils.
12. Be available as a resource person for classroom talks, special programs.
13. Provide schools with first aid supplies.
14. Control of communicable diseases in enforcement of immunization laws and exclusions, as indicated, with cooperation of principals.
15. Maintenance of high professional standards in cooperation with personnel in special services, guidance counselors and attendance director as members of pupil services team.
16. Act as consultant on health problems to all school personnel.
17. As needed, ride a special education bus during the morning and evening runs to provide nursing services to special education students.
18. Develop health care plans for students when medical conditions require such plans.
19. Perform other job related duties as assigned by the superintendent and/or assistant superintendent.

Jackson County Board of Education
Revised: November, 2001