

Ware County School System
Job Description
Classified Personnel

Site: Schools
Position Title: School Nurse
Reports To: Principal and/or Nurse Coordinator
Work Year: 190 days
FLSA Status: Exempt Non-Exempt

Primary Function: To strengthen and facilitate the educational process by improving and protecting the health status of children and by identification and assistance in the removal or modification of health related barriers to learning for individual children.

Qualifications:

- Educational Level: LPN or RN
- Certification/Licensing: Valid Licensed Practical Nursing License or Registered Professional Nurse License from Georgia Board of Nursing. Previous Pediatric, Community Health and /or School Health nursing experience preferred.
- Proficiency Skills: Current CPR certification. Written and oral communication skills, documentation skills and computer competency.
- Personal Skills: Pleasant personality and cooperative attitude.
- Physical Skills: Stamina to perform essential duties.

Essential Duties:

1. Maintains a pattern of prompt and regular attendance.
2. Demonstrates appropriate communication skills as applicable for the job.
3. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4. Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities.
6. Performs routine duties and tasks with little or no direct supervision.
7. Limits personal business and phone calls to a minimum during work hours.
8. Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9. Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10. Maintains confidentiality of sensitive information and materials.
11. Maintains a professional appearance as appropriate for job responsibilities.
12. Exhibits time on task, a flexible, cooperative and hard-working attitude.
13. Takes direction and guidance from supervisors in a cooperative manner.
14. Conducts daily observation of children for physical problems in clinical settings.
15. Refers clients (this includes staff, children - guardian/parent) with apparent acute problems to physician or other services available.
16. Refers any children appearing to need further mental health or social health counseling to proper resource.
17. Submits statistical reports as required and requested, i.e., monthly reports, medication administration by designated deadline, etc.
18. Responsible for making home visits for children when necessary in conjunction with school social workers and referring other family members to services if indicated.
19. Refers all pregnant students to guidance counselor and appropriate health care providers.
20. Monitors that all children have completed immunizations and ear/eye/dental/scoliosis screenings, etc. required for school.
21. Counsels parents of children with chronic disease, e.g., rheumatic heart disease, diabetes, cystic fibrosis.
22. Responsible for providing follow-up on referrals not handled by social workers or guidance counselors.
23. Documents all services rendered using forms designated dispensing prescription and/or OTC (Over The Counter) medications.
24. Assists in developing a mechanism which coordinates dispensing prescription and/or OTC (Over The Counter) medications.
25. Assists in setting up or conducting CPR/First Aid classes for faculty.
26. Provides training for teaching staff/students about prevention education, health care and related health problems.
27. Assist nurse coordinator in writing guidelines for health related issues.
28. Participates in Case Management (MDT meetings, SST meetings, etc.) as required by the Board of Education.
29. Informs Principal and School Nurse Coordinator of all unusual problems to include client (Includes staff, children - guardian/parent) complaints within the day or as soon as they occur, depending on the implications.

30. Performs other duties and responsibilities as assigned by the school administrator and/or school nurse coordinator.
31. Administers first aid to students and staff as needed for injuries or illnesses.
32. Assists personnel serving chronically ill or special needs students.
33. Files and keeps student records for at least three (3) years and/or for the period of time student is at that school.
34. Participates with school staff in developing and implementing total school health program.
35. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
36. Advices teachers on health matters, particularly regarding screening for student health defects.
37. Assists school personnel in establishing sanitary conditions in schools.
38. Assists in hospital homebound when needed. This is a support role; does not entail treatment.
39. Performs AED checks and coordinates individual school AED implementation.
40. Makes mandated reports to appropriate agencies, follows proper chain of command.

Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name

Date

Signature of Employee

Print Supervisor/Principal Name

Date

Signature of Supervisor/Principal