

Job title	<i>School Nurse</i>
Reports to	<i>Principal</i>

Job purpose

The purpose of the School Nurse is to assess, educate and intervene as needed to maximize classroom time, minimize absences due to illness, and support a healthy school environment, while respecting the rights and privacy of scholar and family regardless of socioeconomic status, personal attributes, or nature of health problems.

Duties and Responsibilities

- Maintains compliance with State and Board of Education regulations.
- Implements school programs regarding physical examinations, immunization, and sight and hearing testing.
- Provides first aid, nursing care, intervention and referrals for ill and injured students.
- Implements Board policy regarding the exclusion and readmission of students with respect to certain infectious and contagious diseases (e.g., COVID).
- Will maintain accurate records and documentation in accordance with state and federal law, and Board of Education policies.
- Assist in developing an individual health care plan (IHP) when needed, which includes: specific goals, nursing diagnosis, and interventions with clear actions unique to students' needs and for incorporation into the student's individualized educational plan (IEP).
- Reports to parents, school district personnel and physicians, and others as needed to meet student health needs.
- May be called on to provide health education to students as requested.
- The School Nurse will collaborate with students, parents, school district staff and community agencies to safeguard continuity of care for students.
- Participate in establishing and maintaining a comprehensive school health program. May serve as a member of school teams as designated health care professional (e.g., Crisis Teams, PPT, Section 504).
- Contributes to nursing and school health through innovations in theory; practice and participation in research, including narrative and statistical reports.

*Other duties as assigned

Qualifications & Skills

- IN LPN or RN License
- Working knowledge of federal, state and local laws and regulations affecting school health services



PREFERRED SKILLS

- Previous pediatric and school environment experience
- Must demonstrate a genuine interest in the student population and its health needs.
- Ability to organize a health office and manage time
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Typing, Basic Math, Effective Communication
- Ability to operate standard office equipment (i.e. fax machine, copier, computer, telephone, etc.)
- Professional, Friendly, Flexible, Organized

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	