

Washington West Supervisory Union Job Description

JOB TITLE: School Nurse – Elementary

FLSA STATUS: Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Verifies immunizations and physical examinations and conducts vision, hearing, blood pressure and scoliosis screening as required.
- Assumes responsibility for selection and referral of students in need of medical and dental care.
- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.
- Maintains up-to-date cumulative health records on all students.
- Assumes authority and administers first aid in accordance with established first aid procedure in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness.
- Supervises and/or directs the administration of students' specialized health needs, such as toileting, catheterization, and tube feeding of severely disabled students when needed.
- Develops and implements communication strategies to keep parents informed of office visits and medication distributed.
- Participates with school staff in developing and implementing total school health program.
- Contacts homes of children when necessary.
- Advises on modification of the educational program to meet health needs of individual students.
- Manages and supervises a Health Care Assistant in the practice of nursing.
- Prepares and submits reports for the superintendent and the State Board of Health.
- Authorizes exclusion and readmission of students in compliance with Board policy on infectious and contagious diseases.
- Advises teachers on health matters, particularly regarding screening for student health defects.
- Assists school personnel in establishing and maintaining sanitary and safety conditions standards in schools.
- Attends committee meetings and conferences regarding health service and health curriculum.
- Participates in and provides in-service training program, (i.e. blood borne pathogens, Act 51, first aid, CPR, defibrillation communicable diseases and warnings and symptoms).

SUPERVISION RECEIVED: Receives direct supervision from the School Principal and program supervision from the Superintendent of Schools

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties. May train, assist and occasionally direct junior co-workers, but generally works along with those persons. May supervise support staff as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Hold an earned baccalaureate degree from an accredited program in nursing. Plus 2-3 years of relevant nursing experience.
- Certifications and Licenses. Valid Vermont Educator’s License with a 3-65 school nurse endorsement. Also hold a valid license as a Professional Registered Nurse (RN) in the state of Vermont.
- Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Computer Skills and Experience. Ability to effectively use a student database. Word Processing experience required.
- Reasoning Ability/Mental Requirements. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: The noise level in the work environment is usually moderate. May be exposed to hazardous materials and infectious diseases.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.