



## JOB DESCRIPTION

<b>Position Title:</b>	<b>School Nurse</b>
<b>Date Modified:</b>	February 2019
<b>FLSA Classification:</b>	Exempt, Non-Instructional Faculty, 11 month position <i>We may consider the possibility of a shared position, working alternate full days or shifts. Please indicate your availability.</i>
<b>Reports to:</b>	Director of Admissions
<b>Position Purpose:</b>	The employee identifies and treats minor health issues of students on a daily basis and provides instruction in the maintenance of good health and disease prevention. The employee must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis.

## RESPONSIBILITIES AND DUTIES

- Oversees all health issues in the school as they relate to students.
- Develops policies, procedures, guidelines and work standards for school health program.
- Collaborates with other child-support agencies, including the School Nurse Community.
- Monitors compliance of school health programs with federal, state and local laws, regulations and policies.
- Initiates program changes as needed.
- Prepares health reports for supervisor, school records and health department.
- Provides first aid care and medically prescribed services per the instructions of the student's doctor/health provider.
- Obtains Care Plans for students with significant health issues.
- Communicates, educates, and serves as a resource to faculty/staff regarding critical care student needs, chronic health problems, allergies, etc.
- Maintains security of school health supplies according to established protocols.
- Maintains a log of expiration dates and re-orders Epi-pens, Narcan, AED Batteries, etc.
- Orders and maintains inventory of over the counter (OTC) medications and supplies provided by the school.
- Manages the budget for the clinic.
- Prepares and maintains emergency "go bags" for faculty/staff, coaches, etc.
- Oversees the schools Emergency Response Team.
- Serves as a resource person on health issues.
- Provides staff development on health-related topics and trainings including CPR, AED and First Aid instruction for faculty, staff and coaches.
- May provide health education including CPR, AED and First Aid instruction for select student groups.
- Provides follow-up evaluations on students as required.
- Recommends corrective action when appropriate where problems are identified.
- Corresponds with school and parent communities on health needs of children.
- Maintains, monitors, and records student health forms including immunizations, yearly physicals, health findings, and other relevant health data in the school's database system.
- Organizes annual flu shot clinic for faculty and staff to obtain preventative vaccinations.
- Organizes annual Wellness Clinic for faculty and staff.



- Partners with the Director of Athletics and coaches as needed.
- Attends the annual School Nurse Conference and other professional development opportunities.
- Regular and predictable attendance is an essential function of the job.
- Secure substitute when needed.
- Performs any other duties as may be assigned by the head of school and/or supervisor.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of childhood and adolescent medical disorders and treatment.
- Considerable knowledge of child growth and development.
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
- Some knowledge of the school organization and the community served.
- Ability to identify abnormal growth and development and symptoms of disease.
- Ability to coordinate and facilitate services between the school, local health agency, and other community resources.
- Ability to develop and maintain health records on students.
- Ability to develop positive working relationships.
- Demonstrate a genuine interest in the student population and its health needs.
- Organize the clinic and manage time wisely.
- Working knowledge of a computer and learn various software applications.

#### **SUGGESTED TRAINING AND EXPERIENCE**

Completion of training necessary for licensing as a registered nurse and experience in pediatrics and/or public health nursing preferred. School nurse experience preferred.

#### **SPECIAL REQUIREMENTS AND EDUCATION**

- Must have a valid license to practice as a Registered Nurse (RN) State of Georgia; BSN prefer.
- Must maintain current instructor certification in cardiopulmonary resuscitation (CPR) and first aid from a recognized provider (e.g., American Heart Association)

#### **Physical Requirements and Work Environment**

- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 75 pounds; and to bend, stoop climb stairs and reach overhead.
- Work primarily in a traditional climate controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.

*The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.*