

JOB TITLE**School Nurse****REPORTS TO:** Building Principal**DEPARTMENT:** Health**JOB DESCRIPTOR:** K47**SCHEDULE:** S D**DATE:****NON-EXEMPT** X**NATURE AND SCOPE OF JOB:**

To act under the general direction of the building principal. To perform those duties required by school nurses to meet specific requirements as listed in state statutes and local school district policy related to the overall health care of students in the school system and other duties as assigned.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Assesses health status of students and provides supervision regarding their health status.
2. Prepares and develops budget(s) for each school's medical needs on an annual basis.
3. Renders first aid as necessary to students and staff members as required during the school day.
4. Provides information to staff members or students who have special health needs.
5. Provides instruction to staff members in giving emergency care.
6. Provides instruction to identified staff in CPR/First Aid.
7. Provides instruction to all staff on Bloodborne Pathogens/mode of transmission/prevention.
8. Provides instruction to staff members and community members on the proper immunization status for students within the school system.
9. Participates on the Multi-discipline Assessment Team regarding students being referred for Special Education Services.
10. Develops care plans for and serves as a resource person in the educational planning for medically fragile students.
11. Acts as a liaison between home, school and community resources.
12. Provides health counseling to students/staff regarding chronic illness, nutrition programs and positive life styles.

OTHER FUNCTIONS:

1. Supervises the performance of or performs various types of health screening (i.e. vision, hearing, and scoliosis) assessment activities throughout the school year, makes recommendations, and does follow-up based on the results of these screenings
2. Assists the building principal in determining which students may need to be excluded from school in case of a medical emergency or epidemic situation.
3. Assists with the development of school district policy(ies) related to the health care of students and staff within the school district.
4. Follows all school district policies and procedures.
5. Provides technical assistance to staff members in the area of health care education and management.
6. Assists with the development of health curriculum for the school district.
7. Assists classroom teachers with teaching health-related education.
8. Performs other duties as assigned.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess the ability to work with various personality types.
- Possess sound emotional judgment.
- Possess visual acuity, aided or non-aided, to read and interpret accurately written reports of a technical nature.
- Possess the ability to enunciate clearly and communicate positively throughout the work day.
- Possess the ability to follow and successfully complete both written and oral directions.
- Possess the ability to calculate accurately.
- Possess knowledge of basic computer commands to run software related to word processing applications on a personal computer.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Possess current license to practice as a registered professional nurse in Wyoming.
- Four year degree, either a Bachelor of Science or Bachelor of Arts from an accredited college or university required.
- Twelve (12) semester hours of education courses is preferred.

EQUIPMENT USED:

Personal Computer
Typewriter
Photocopy Machine
Duplication Machine
Adding Machine/Calculator
Video Play-back Equipment
Assistive Technology Equipment
Audiometer/w or w/o tympanometer
Otoscope
Sphygmometer
Vision Screening Machines
Nebulizer

PHYSICAL DEMANDS:

- Possess visual acuity and stamina to work at a computer monitor for at least part of the day.
- Possess sufficient strength to lift boxes or equipment that may weigh as much as 50 pounds and be able to move them as far as 50 feet.
- Possess sufficient strength and stamina to remain seated for periods as long as 2 hours without fatigue or discomfort.
- Possess sufficient strength and stamina to remain standing for periods as long as 2 hours without fatigue or discomfort.
- Possess sufficient strength and stamina to remain in a "squatting" position for some period of time during the school day without fatigue or discomfort.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.
- Occupationally exposed to bloodborne pathogens and other potentially infectious materials.
- Frequent exposure to various supplies containing hazardous materials or chemicals.

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