

MACON COUNTY SCHOOLS

SCHOOL NURSE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Current Alabama RN (Registered Nurse) license.
- (2) Associate's degree or Bachelor's degree from an accredited nursing school.
- (3) Minimum of three (3) years successful experience in pediatric, public health, or school nursing preferred.
- (4) Current first aid and CPR certification.
- (5) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Skill in listening, speaking and writing. Ability to work with school personnel, parents, children and agencies.

REPORTS TO:

Coordinator for Student Health Services
Administrative Assistant

JOB GOAL

To provide health services at the assigned school site by assisting students, parents, and teachers in maintaining and improving students' health and their ability to learn.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepare the school nurse area for use, assuring safety, cleanliness and adequate stocking of supplies.
- * (2) Assist health professionals to assure smooth traffic flow during scheduled school health clinics.
- * (3) Assist health professionals to perform and document required screenings.
- * (4) Maintain a clinic log of visits by students with appropriate descriptive information.
- * (5) Contact parent/guardian as needed.
- * (6) Provide pediculosis screenings.
- * (7) Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.
- * (8) Administer CPR if indicated in emergency situations.
- * (9) Assist students with required medications and document according to established guidelines.

SCHOOL NURSE (Continued)

- * (10) Support and participate in health screening activities, special clinics and staff meetings as directed.
- * (11) Administer medications following school and county policies.
- * (12) Review health records and immunization for compliance.
- * (13) Counsel students and parents concerning health problems.
- * (14) Establish safe clinic procedures.
- * (15) Maintain a current list of students with acute and/or chronic conditions.
- * (16) Provide nursing assessment and health appraisals of students to identify existing or potential health problems, communicable disease or other conditions affecting school performance.
- * (17) Serve as a health liaison between home and school.
- * (18) Provide referral and follow-up of identified health problems when appropriate and report communicable diseases to appropriate agencies.
- * (19) Assist school personnel with completion of incident/accident reports.
- * (20) Maintain a cooperative working relationship with appropriate governmental agencies.
- * (21) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- * (22) Follow attendance, punctuality and proper dress rules.
- * (23) Ensure adherence to good safety standards.
- * (24) Maintain confidentiality regarding school/workplace matters.
- * (25) Model and maintain high ethical standards.
- * (26) Demonstrate initiative in the performance of assigned responsibilities.
- * (27) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (29) Keep supervisor informed of potential problems or unusual events.
- * (30) Respond to inquiries and concerns in a timely manner.
- * (31) Serve on school/system committees as required or appropriate.
- * (32) Exhibit interpersonal skills to work as an effective team member.
- * (33) Demonstrate support for the school system and its goals and priorities.
- * (34) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (35) Prepare all required reports and maintain all appropriate records.
- * (36) Participate in cross-training activities as required.
- * (37) Provide CPR instruction for staff.
- * (38) Serve as a member of the Building Based Student Support Team (BBSST) as needed.
- * (39) Organize and plan to maximize use of available time.
- (40) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

SCHOOL NURSE (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 04

*Essential Performance Responsibilities