

USD 416 Work Agreement

School Nurse

TITLE: School Nurse

PURPOSE AND OBJECTIVES OF THE POSITION: The School Nurse helps students attain an optimum level of physical, social, and emotional health. In order to coordinate a comprehensive student health program, the School Nurse must work closely with the other staff and administration of USD 416.

RESPONSIBLE TO: Superintendent and Building Principals

PAYMENT RATE: According to Negotiated Agreement

ESSENTIAL JOB FUNCTIONS:

1. Help students attain an optimum level of physical, social, and emotional health.
2. Establish and maintain a comprehensive health program for students, parents, and employees of the district.
3. Ensure that all activities conform to district guidelines.
4. Communicate effectively with members of the school district and community.
5. Work effectively with community organizations.
6. React to change productively and handle other tasks as assigned.
7. Appropriately operate all equipment as required.
8. Support the value of an education.
9. Support the philosophy and mission of USD 416.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Current license as a registered professional nurse in Kansas.
2. Certification as a school nurse or working toward this certification in accordance with state law and regulation.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made)
4. Minimum of three years successful experience as a nurse or school nurse (preferred).
5. Organization, communications, and human relations skills.

6. Valid driver's license.

JOB LOCATION/ PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS

(Place(s) where work is performed): School buildings

- Requires prolonged sitting or standing, and the use of equipment including repetitive motions and computer eye fatigue.
- Occasional stooping, bending and reaching.
- Must occasionally work in noisy and crowded environments, with numerous interruptions.
- Requires some travel.

General Responsibilities:

1. Establish and maintain a comprehensive health program for students, parents, and employees of the district.
2. Conduct student health appraisals, including:
 - a. Medical examinations.
 - b. Vision screenings.
 - c. Hearing screenings.
 - d. Weighing and measuring.
 - e. Follow-up of problems noted.
 - f. Consultation with teachers and parents regarding health problems.
3. Coordinate a program of communicable disease control based on Kansas immunization laws, to include:
 - a. Maintaining immunization records for each student.
 - b. Communicating with parents regarding immunization requirements.
4. Coordinate a comprehensive program of caring for students who are injured or who become ill at school.
5. Provide faculty and staff with first-aid training and supplies.
6. Assist in providing emergency care for accidents and sudden illness of pupils until parents assume responsibility.
7. Notify parents and building administrators regarding children who are severely ill or injured.
8. Report school accidents to the State Department of Health.
9. Coordinate and supervise a comprehensive program of dental health education.
10. Encourage parents to provide their children with annual dental check-ups.
11. Supply each child with a dental card in May for the ensuing year.

12. Request assistance for dentally indigent children.
13. Coordinate and supervise a comprehensive program of health education.
14. Encourage periodic health examinations for all children.
15. Confer with parents and community agencies concerning the health of children.
16. Assist in planning the health curriculum and instructional materials.
17. Assist in the prevention and control of communicable diseases.
18. Assist in referral and planning programs for exceptional children.
19. Counsel with teachers, students, and parents concerning children's individual health problems.
20. Maintain a cumulative health folder for each student, recording all data pertinent to the child's health.
21. Submit accurate and timely reports as required by various health agencies.
22. Immediately report to the Principal any safety hazards or unsanitary conditions observed in the school environment.
23. Order and maintain all supplies for the health service program.
24. Work closely with the school health advisory council.
25. Assist with enrollment procedures.
26. See that district policies are observed during all activities.
27. Keep abreast of new information, innovative ideas and techniques.
28. Obtain advance approval of the Principal for all activities and expenditures.
29. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
30. Other duties as assigned by the Principal, or other Administrative Staff.

EQUIPMENT (*Machines, devices, tools, etc. used in job performance:*

Computer, telecommunications equipment, copier, medical equipment

TERMS OF EMPLOYMENT: At will.

EVALUATION: Performance effectiveness evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.