



Job Description

Job Title: Nurse

Reports to: Director of Health Services and Site Based Administrator
Department: Health Services
Number of Days: 183
Compensation: Teachers Salary Schedule
Overtime Status: Exempt
Date Job Revised: July 12, 2007

Position Summary: Works with students and the entire school community supporting health needs such as medication administration, first aid, immunization compliance, and workers compensation documentation, etc. Under the supervision of the Site Administrator and Director of Health Services. Computer use for tasks such as email, submitting attachments, reports, on line supply orders, etc.

Qualifications/Job Requirements:

Education:

- Licensed Registered Nurse

Specialized Knowledge, Licenses, etc:

- Oklahoma School Nurse Certification

Experience:

- School Nurse Experience a plus

Specific Training/Skills:

- Registered Nurse

Other:

- First Aid/CPR/AED Certification. Can

Customer Contacts:

- Internal: Students, Families, School Community
- External: Outside and School-Based Providers

Duties and Responsibilities:

- **School Health Management**
 - Cooperate with school personnel in identifying and meeting physical, social, and emotional needs of school children.
 - Promote and maintain a safe and healthful environment for students, staff, and families.
 - Counsel with students, parents, and school personnel regarding health problems and health behavior.
 - Collect and assess health status data using the student, family, health care professional, and in some cases the Health Assistant. Methods of data collection may include observation, screening, physical assessment, intervention, review of records and reports.
 - Provide first aid and emergency care to students and staff, notifying parents, legal guardian(s) or person responsible for student's care, as indicated.
 - Organize and conduct screening programs, i.e. vision, hearing, height, weight, scoliosis, and communicable diseases. Refer students, parents, and staff to appropriate community resources as needed.
 - Work with school personnel and Health Assistants to ensure students meet State immunization requirements. Monitor status of student immunizations.
 - Assume responsibility for the maintenance, administration, and control of medications, including narcotics.
 - Make home visits as needed.
 - Assure school accident reports are filed as needed and assist school personnel with corrective action as appropriate.

- Keep accurate and up-to-date list of children with special health needs.
 - Consult with physician and other health care professionals as needed.
 - Provide an environment conducive to privacy, confidentiality, and efficiency.
 - Formulate nursing diagnosis based on comprehensive assessment and appropriate nursing theory.
 - Develop, implement, and evaluate Individual Health Plans for students with health needs.
- **Clinic Management**
 - Maintain accurate, up-to-date health records and record-keeping materials.
 - Observe schedules, policies and procedures as directed by Health Services.
 - Systematically record data on cumulative health records and interpret according to norms. Referrals made as appropriate.
 - Supervise and assist in teaching health policies, procedures, and protocols to Health Assistants and designated employee.
- **School/Community Relations**
 - Demonstrate knowledge of available community services by making referrals as appropriate.
 - Maintain open lines of communication with students, school, personnel, families, and the community in order to address questions and concerns about school health.
 - Assist in identification of students at risk for physical and psychosocial problems. Communicate health needs to other school personnel as appropriate.
 - Report incidents of suspected child abuse, according to State Law and TPS policy, and assist school personnel and administrators as needed.
 - Act as health advocate on behalf of the student and family as appropriate.
- **Health Education**
 - Assist students, families, and school personnel in the attainment of developmentally appropriate health goals through health education and counseling.
 - Consult with staff in the development and implementation of new or revised Health curricula.
 - Promote both formal and informal health education for students, parents, and staff.
 - Develop a yearly health education plan that incorporates all grade levels.
 - Provide health counseling and refer to appropriate professionals as needed.
 - Conduct in-service programs for school personnel.
 - Assist school personnel in obtaining health materials, supplies, and equipment. Provide instruction in proper use, care, storage, and protection of equipment.
 - Take an active role in developing health related curriculum and instruction of students in this curriculum, as well as State mandated health education, i.e. HIV/AIDS.