

TITLE: SCHOOL NURSE

JOB SUMMARY

To promote health and safety in the school environment and provide health services to students, faculty, and staff. To assist with the teaching of sound health practices

PRIMARY RESPONSIBILITY TO

Director of Special Services and Building Principal

QUALIFICATIONS

1. Pupil Personnel Services Certificate with a School Nurse Endorsement
2. Minimum experience as determined by the Board of Trustees
3. Demonstrated expertise in school health nursing practice and emergency procedures
4. Knowledge of child growth and development, community and family dynamics, current health issues, and wellness education
5. Knowledge of community health and social services resources
6. Ability to communicate effectively with non-school health professionals and social service agencies
7. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
8. Maintain confidentiality of staff and students

MAJOR DUTIES AND RESPONSIBILITIES

Health Services and Education

1. Work in cooperation with the school health professionals, members of the staff, parents, and community health professionals to ensure a healthy school climate and to minimize absence due to illness
2. Promote a healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school
3. Promptly report issues that may arise to the building principal
4. Provide emergency care in case of sudden illness and administer first-aid in case of injury to students or staff according to established policies and procedures
5. Be responsible for the availability and maintenance of required medical supplies and equipment
6. Administer prescribed medication to students in accordance with law and Board policy Provide training and supervision for the emergency administration of epinephrine, automated external defibrillators (AEDs), etc. with designated school staff
7. Help prevent and control communicable disease through inspections, lectures, exclusion, and re-admission of students and staff in keeping with federal and state law, administrative rules, and Board policy
8. Notify the building principal or his or her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or drugs
9. Assist the building principal and the child study team in the identification and placement of students with disabilities who need special education services
10. Provide special health care and related services to meet the needs of students with disabilities
11. Conduct health services and screening programs as required by federal and state law, administrative rules, and Board policy

12. Assist the school nurse with physical examinations
13. Make referrals and conduct follow-up activities as necessary
14. Collaborate with community and other non-school health agencies to meet the health needs of children and families
15. Participate in the development of a comprehensive health education curriculum
16. Upon request, assist teachers with instruction of certain health units
17. Provide information and training on health matters at staff meetings and in-service trainings
18. Provide information to parents and children in a format that allows them to make better choices that improve their health
19. Confer with and advise students, parents, and staff members on matters pertaining to the health and safety of students

Administrative Activities

1. Assist the building principal with the preparation of the school's health budget
2. Assist in the development of policies and procedures for comprehensive health education and services
3. Develop and maintain the annual School Nursing Plan in conjunction with the building principal, including determining how basic nursing services will be provided, providing a summary of specific medical needs of individual students and how they will be addressed, determining what emergency nursing services will be available, and providing detailed nursing assignments for all school buildings,
4. Prepare health and safety reports as required by federal and state law, administrative rules, and Board policy and as requested by the Building Principal
5. Report any suspicion of child abuse to local law enforcement or the Department of Health and Welfare, as well as the director of special services and the building principal
6. Serve on committees as assigned in order to incorporate essential health care information into the deliberations and reports of these committees
7. Maintain up-to-date health records on all students including separate records of immunizations and ensure their confidentiality

Other

1. Participate in the development and implementation of the district's emergency and crisis management plan
2. Schedule and supervise health surveys of students and staff
3. Receive training in the treatment of asthma and maintain a valid current Cardiopulmonary Resuscitation certificate
4. Receive training and certification in the use of AEDs as required by the director of special services and/or the building principal
5. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the director of special services and/or the building principal in conformance with district policy and IDAPA 08.02.02.120.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-513	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 8.02.02.027	Pupil Personnel Services Certificate
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders