

JOB DESCRIPTION
Wellsville-Middletown R-I School District
NURSE

Qualifications:

- A. Nursing Program Diploma
- B. Current License to practice in Missouri
- C. Current CPR Certification

Job Description:

- A) Implement Health Program;
- B) Screening Schedule & follow-up referrals;
- C) Maintain student files with pertinent information relating to Health Services Plan;
- D) Inform administration of health related problems;
- E) Prepare an impairment list;
- F) Prepare state required forms & reports in a timely manner.

Immediate Supervisor: Elementary & High School Principal

ESSENTIAL PHYSICAL AND MENTAL DEMANDS:

- * Duties performed typically in district settings to include the cafeteria, gym, recreational areas and other assigned areas.
- * Physical demands can include but are not limited to: Exerts up to 40 lbs of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects including equipment such as audio-visual.
- * Frequent walking, standing, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, and other limited physical activities are required.
- * Mental demands can include but are not limited to: Comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing.
- * Frequent movement of students by wheelchairs and other mechanical devices may be required.

EQUAL OPPORTUNITY EMPLOYER

Board Approved April 10, 2014

Unique Performance Criteria and Descriptors

NURSE

To include but not limited to:

A. DEMONSTRATES MEDICAL KNOWLEDGE PERTINENT TO STUDENT AND STAFF HEALTH AND WELL-BEING.

- Demonstrates knowledge of basic first aid and safety procedures.
- Demonstrates knowledge of CPR, Heimlich maneuver, and other emergency procedures.
- Aids in prevention and control of communicable diseases.
- Maintains a calm environment during emergency situations.
- Informs principal of severe injuries, accident-prone areas, and serious health concerns within the school and its environment.

B. DEMONSTRATES KNOWLEDGE OF SKILLS FOR STUDENT HEALTH APPRAISAL

- Demonstrates knowledge of appropriate screening procedures and equipment used for scoliosis, blood pressure, height, weight, vision, and hearing.
- Schedules and completes screening procedures.
- Refers parents to appropriate community agencies based upon the screening results.
- Contacts parents for follow-up about screening results as needed.
- Listens to, gives medical advice, and psychological support to student health concerns including pregnancy, sexual activity, eating disorders, and drug and alcohol abuse.

C. ADMINISTERS MEDICATIONS AND MEDICAL PROCEDURES UNDER MEDICAL DIRECTIVES

- Maintains current knowledge of medications, side effects, storage, preparation, and administration.
- Teaches safe administration of medications to designated personnel.
- Demonstrates knowledge of current medical equipment and procedures for all students.
- Administers medications in a safe, controlled environment.

D. MAINTAINS AND UTILIZES STUDENT RECORDS ACCORDING TO DISTRICT AND STATE REQUIREMENTS

- Monitors student compliance with state immunization laws.

- Maintains accurate and current health information on all students to ensure the timely management of incoming and outgoing records.
- Provides medical information regarding student's health history to principal and staff.
- Provides medical information regarding medication to local physicians and agencies.
- Contributes appropriate medical information toward Special Service I.E.P.'s.

E. FACILITATES APPROPRIATE REFERRALS TO MEET STUDENT NEEDS

- Monitors student attendance, absences, illnesses, personal hygiene, medical needs, etc.
- Makes parent contact about student's frequent physical complaints and/or frequent trips to nurse's office.
- Makes home visits when indicated.
- Schedules and attends parent conferences for student health problems.
- Initiates referrals and follow-up relevant to the student's health needs.
- Reports suspected child abuse to the state hot-line.

F. USES HEALTH SERVICES AS A VEHICLE FOR HEALTH TEACHING

- Demonstrates knowledge of subject information.
- Provides classroom presentation upon teacher requests.
- Demonstrates knowledge of obtaining outside resources.
- Provides individual health instruction.
- Provides information and/or materials to parents about various health concerns such as head lice, pink eye, chicken pox, etc.

G. PARTICIPATES IN THE DEVELOPMENT OF DISTRICT HEALTH POLICIES

- Helps formulate school health policies.
- Upholds school board policies regarding health matters.
- Serves on committees to review school health curriculum.