

**USD 422
JOB DESCRIPTION**

TITLE: School Nurse

QUALIFICATIONS:

1. Bachelor's degree from an accredited college/university
2. Current Kansas State Board of Nursing License (Registered Nurse) on file in the office
3. One-year experience as a Registered Nurse
4. Health and Inoculations Certificate on file in the office
5. Have a valid driver's license, be able to drive, and qualify under the district's insurance Carrier when driving a district vehicle
6. Desire to continue career improvement

REPORTS TO: School Principals and Superintendent

JOB GOAL: 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 other staff and administration of USD 422 Kiowa County.

ESSENTIAL 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 all 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 vision of USD 422 Kiowa County.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasional stooping, bending, and reaching.
4. Requires some travel.
5. Must work indoors and outdoors.
6. Must work in noisy and crowded environments.

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. Prepare school accident reports.
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 dental cared 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 of 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 and/or Superintendent any safety hazards or unsanitary conditions observed in the school environment.
23. Order and maintain all supplies for the health service program.
24. Assist with enrollment procedures.
25. See that district policies are observed during all activities.
26. Keep abreast of new information, innovative ideas and techniques.
27. Obtain advance approval of the Principal for all activities and expenditures.
28. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
29. Other duties assigned by the Principal or Superintendent.

TERMS OF EMPLOYMENT: Hourly rate and work year to be established by the board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)