

TITLE: School Nurse

QUALIFICATIONS: Minimum requirement – LPN license

REPORTS TO: School Services Director

JOB GOALS: Provide health services for students in a school clinic. Conducts health screenings, administers medication, and provides health education and counseling.

PERFORMANCE RESPONSIBILITIES:

1. Medical Screenings – Conducts intake interviews and completes physical assessments of students to obtain and document physical and mental health status and history, as requested.
2. Treatment Plans – Develops individual treatment plans for continuing care or observation.
3. Medications – Dispenses prescribed medications to students, as ordered by physician.
4. Medical Care – Administers medical care for sick and injured students.
5. Education – Provides health education to students and staff as appropriate.
6. Communication – Facilitates the delivery of quality health/medical care.
7. Team Leader – Serves as team leader for students who require special medical/health treatment.
8. Administrative Duties – Performs administrative and clerical duties, and maintains documentation to support clinic activities.
9. Creates and maintains a high performance environment.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Ten month basis. Salary and work year to be established by the BOE.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.