ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: School Nurse

QUALIFICATIONS:

1. Valid state license to practice as a registered nurse.
2. CPR/FIRST AID certified.

REPORTS TO: Superintendent and Building Principal

JOB GOAL: The school nurse supports student academic success by providing health care through clinical knowledge, assessment, intervention, and follow-up for all children within the school setting. Will also support staff’s health care needs as they arise.

PERFORMANCE RESPONSIBILITIES

1) **School nurses facilitate normal development and positive student response to nursing interventions.**
   a) Serves as the health care expert in the school to meet student and staff health needs.

2) **School nurses provide leadership in promoting health and safety, including a healthy environment.**
   a) Staff education in accordance to HIPPA and FERPA.
   b) Organization of CPR classes for staff.
   c) Scheduling of Medicaid billing training for staff.
   d) Scheduling Immunization Audit with Dallas County Public Health.
   e) Monitor infectious and contagious diseases among student &/or staff population (authorize exclusion and readmission of students).
   f) Organize and turn in Medicaid billing.

3) **School nurses provide quality health care and intervene with actual and potential health problems.**
   a) Mediation administration (delegation of task where necessary and appropriate).
   b) Development of Health Care Plans and/or Emergency Plans.
   c) Assistance in writing IEP’s and/or 504’s.
   d) Organizing Hearing Screens through AEA.
   e) Conducting Vision Screenings in: 1st, 3rd, and 5th grade and as deemed appropriate from classroom referrals.
   f) Maintain up-to-date cumulative health records on all students.
4) **School nurses use clinical judgment in providing case management services.**
a) Professional development is necessary to provide best possible care for student population.

5) **School nurses actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.**
a) Coordinating between the medical, home, family and school.
b) Provide expertise for school educational teams, Committees on Special Education, the Individualized Educational Plan (IEP) team, and the Section 504 Team so that health-related barriers to learning can be reduced for each student.
c) Provide families with referral information along with available community resources to improve access to health care.
d) Assume authority, in the absence of a physician, for the care of a student or staff member who has suffered injury, emergency, and/or illness.

6) **Perform other tasks to meet district needs**
a) Ordering supplies.
b) Organization of Christmas families.

**TERMS OF EMPLOYMENT:** Salary 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.

Approved by Board of Education **January 13, 2014**

Revised