

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **ASSISTANT DISTRICT SCHOOL NURSE**

SUPERVISOR: District School Nurse

PAYMENT RATE: Annual salary to be determined by the Board of Education.

QUALIFICATIONS:

1. Current Kansas Board of Nursing License (Registered Nurse).
2. Must have communication skills (reading, writing, speaking, telephone and interpersonal).
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Direct the building nurses/health aides in student health care in the absence of the District School Nurse in order to maintain continuity.
2. Provide student health screenings for immunization status, vision and hearing screening, follow up of health issues noted, and consult with teachers and parents regarding health issues to assist the District School Nurse.
3. Assist in conducting effective staff development and in-service activities to ensure nurses/health aides know best practices.
4. Assist the District School Nurse to organize, maintain and report data and information related to health services in order to comply with all regulations.
5. Demonstrate effective public relations skills necessary for the successful implementation of programs, the coordination of committees and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professionals and students to assist the District School Nurse.
6. Assist the school administrators and District School Nurse in developing school health programs to ensure quality programs are implemented.
7. Assist District School Nurse in primary prevention and control of communicable diseases and to provide personnel with Blood Borne Pathogen procedures to meet OSHA standards.
8. Assist school personnel and District School Nurse in maintaining environmental standards in school to ensure a safe and healthy school environment.
9. Assist District School Nurse with community agencies to provide improved health services to promote community/school relations.
10. Provide emergency care and first aid for accidents and sudden illness of students until parents assume responsibility so students have the best possible care.
11. Instruct teachers on screening students for health issues to empower teachers to respond appropriately to student health needs.

12. Serve as a liaison between health professionals and the school system regarding the health needs of students to encourage communication between these entities.
13. Assist District School Nurse with exclusion and readmission of students in compliance with State and Board policy on infections and contagious diseases.
14. Assist District School Nurse to provide effective in-service education on health related topics for school system personnel when requested.
15. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
16. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Ability to travel between the schools throughout the school system.
3. Requires direct physical contact with students including first aid care, direct nursing procedures and physical assessment of students with possible exposure to body fluids that requires protective garments and/or gloves for exposure control under limited circumstances.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008