

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **DISTRICT SCHOOL NURSE**

SUPERVISOR: Assistant Supt. for Personnel and Learning Services

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).
4. Knowledge of school system functions, departments, personnel and Board policies and procedures for the efficient and effective processing of communications, requesting of needed information, and implementation of the school nursing programs.

ESSENTIAL FUNCTIONS:

1. Establish and maintain a comprehensive health program for students and employees of the district to ensure the health and safety of students and employees.
2. Provide emergency care and first aid for accidents and sudden illness of students until parents assume responsibility so students have the best possible care.
3. 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 ensure a quality district health program.
4. Conduct 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.
5. Provide health room coverage by hiring and maintaining a list of health care providers for when an emergency or illness occurs ensuring an efficient and effective functioning of the school health program.
6. Conduct effective staff development and in-service activities for district health care providers so nurses/health aides know best practices.
7. Provide personnel with Blood Borne Pathogen procedures to meet OSHA standards.
8. Organize, maintain, and report data and information related to health services in order to comply with all regulations.
9. Communicate needs and make requests for materials/equipment in order to implement an effective school health program.

10. Assist school administrators in developing school health programs to ensure quality programs are implemented.
11. Assist school personnel in maintaining environmental standards in school to ensure a safe and healthy school environment.
12. Work with community agencies to provide improved health services to promote community/school relations.
13. Instruct teachers on screening students for health issues to empower teachers to respond appropriately to student health needs.
14. Serve as a liaison between health professionals and the school system regarding the health needs of students to encourage communication between these entities.
15. Recommend exclusion and readmission of students to comply with State and Board policy on infections and contagious diseases.
16. Maintain a written individual health care plan for students with any special health care need and attend IEP meetings as required so students are properly served.
17. Order and maintain all supplies for the school health program so staff and students have support.
18. Assist with enrollment procedures by securing necessary health forms for so health information is documented.
19. Maintain a high level of confidentiality regarding student and staff information if order to remain in compliance with legal requirements and to maintain a professional work environment.
20. Perform other duties as assigned for the purpose of ensuring an efficient and effective functioning of the school health program.

**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