

West Carroll Board of Education

Job Description

Descriptor Term:

Nurse

Board Policy Reference

5.013

QUALIFICATIONS

Current Tennessee unrestricted License (Licensed Practical Nurse or Registered Nurse)
CPR Certified

REPORTS TO

School Principals and Director of Schools

JOB GOALS

Manages the health services program for the assessment, evaluation, maintenance and improvement of the health of students and staff.

DUTIES

1. Administers basic health care and First Aid for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
2. Assesses and evaluates the health and development status of students for the purpose of identifying physical disorders and other factors affecting the learning process, communicating with the primary care provider, and contributing significant information in order to modify the pupil's individualized education/health plan.
3. Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
4. Conducts programs and/or activities (e.g. in-service training, hearing, vision, color vision, immunization review, etc.) for the purpose of ensuring compliance with government mandated requirements.
5. Designs care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
6. Interprets the health and development assessment to parents, teachers, administrators, and other professionals directly concerned with the student for the purpose of serving as an advocate for those students with identified health problems and concerns.
7. Maintains communication with parents and all involved community practitioners and agencies for the purpose of promoting needed treatment and securing reports of findings pertinent to educational planning.
8. Maintains health care plans, medical emergency information, and immunization records of all site students for the purpose of ensuring compliance with state law.

9. Monitors all student medications administered at school as prescribed by a physician for the purpose of ensuring compliance with state law.
10. Promotes the participation by district students in affordable, comprehensive health coverage programs by providing information on coverage to children of low to moderate income working families.
11. Refers students and his/her parent/s or guardian/s requiring further medical attention and provides appropriate community resources of necessary services and assuring continuity of health service and care.
12. Reports cases of suspected child abuse for the purpose of ensuring compliance with all related requirements of the law.
13. Provides annual training on blood borne pathogens to all staff.
14. Reports students with reportable contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal responsibilities.
15. Responds to medical emergency situations for the purpose of addressing immediate safety concerns Alerts 911 if needed.
16. Serves as the medical liaison for the special education students (e.g. performing vision and hearing assessment for triennial reassessments, reviewing the health and development history of each child, attending IEP meetings for the purpose of ensuring compliance to state mandates).
17. Trains and supervises staff in performing specialized physical health care procedures (e.g. seizure medication, glucagon etc.) for the purpose of ensuring that procedures that require medically related training are performed in compliance with state law.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as supplies and equipment.

WORK CONDITIONS

Normal working environment. Travel between schools may be required.

TERMS OF EMPLOYMENT

Salary and work year to be established by board of education with recommendation from Director Of Schools

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.