

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