

TITLE: SCHOOL PHYSICIAN**REPORTS TO: SUPERINTENDENT OF SCHOOLS****Primary Responsibility**

Conduct required health appraisals for students and staff members and serve as a resource person and consultant in matters related to health services. Responsibilities listed in this job description cannot be considered to be all inclusive; they are guidelines to help identify the major elements of the job. Specific assignments will be reviewed as needed (but no less than annually) by the Superintendent. Changes will be made as needed.

Specific Responsibilities

1. Make health appraisals as required by law for all pupils new to the District and for pupils in Grades 1, 3, 7 and 10 who do not furnish written evidence of appropriate examination by their family physician.
 - a. Meet with school nurses to establish an annual District examination schedule. The schedule for the following year should be completed and forwarded to the Superintendent by May 15.
 - b. Work with school nurses on follow-up of those students failing to comply with examination or immunization requirements as required in policies and administrative regulations.
2. Conduct staff examinations as required by the policies of the District.
 - a. Develop and submit to the Superintendent, as part of the budget planning process, a schedule for staff examinations for the following school year.
 - b. Advise school nurses in the establishment and maintenance of records regarding staff medical examinations done by the school physician or medical reports reviewed by him.
 - c. Report rejections and/or limiting medical conditions of personnel to the Superintendent. Include recommendations for action to be taken.
3. Conduct required physical examinations for pupils seeking the issuance of working papers who are unable to furnish a certificate of physical fitness issued by their family physician.
 - a. When applying for working papers, students and parents will be informed by counselors that they have the option of having the examination done by their own physician and will be urged to take advantage of that option.

- b. If a school physical examination has been done during the preceding six months, no further examination is necessary because it can serve as the basis for the issuance of a certificate.
 - c. The physician and Supervisor of Health/Physical Education/Athletics will develop a schedule and procedure for necessary working paper examinations and distribute it to guidance personnel, nurses and principals.
4. Conduct required athletic examinations as required by district policies.
- a. Work with the Supervisor of Health/Physical Education/Athletics to establish the August athletic examination schedule and to prepare any necessary budget recommendations regarding it.
 - b. Recommend hours for the school nurses needed for athletic examinations and forward to the Supervisor of Health/Physical Education/Athletics with the examination schedule.
 - c. Forward to the Supervisor of Health/Physical Education/Athletics the names of those athletes successfully passing their physical examinations and of those rejected or referred.
5. Be responsible for obtaining qualified physicians to be in attendance at all home Varsity, Junior Varsity, Freshman and eighth grade football games.
- a. Obtain required physicians.
 - b. Physician assignments should be completed and returned to the Superintendent by August 1 of each year.
6. Examine athletic team members prior to practice or competition after an injury or absence from school for five or more consecutive school days.
- a. Such students will be referred by their coaches.
 - b. Authorization to return to participation should be forwarded to the coach who made the referral.
7. Make recommendations to the Superintendent regarding appropriate health records and procedures for insuring relevance of recorded data.
- a. Meet with the Supervisor of Health/Physical Education/Athletics and school nurses as requested by the Superintendent to assure District consistency in record keeping procedures.
 - b. Assist with the exploration of possibilities of improved health recordkeeping District-wide, possibly using Data Processing department or other innovative techniques.

8. Serve as a member of the District's Committee on Special Education
 - a. Attend and participate in schedule meetings of the Committee
 - b. Review all records and examine referred students as needed for placement purposes and recommendations.
9. Consult with school personnel about individuals with specific health problems which may affect school performance.
 - a. Meet with the Supervisor of Health/Physical Education/Athletics and school nurses to develop a consistent method of reporting special health problems to teachers.
 - b. When appropriate make recommendations to parents and/or teachers.
10. Serve as resource person for the District's health education program.
 - a. Participate in classroom instruction as a resource person when time permits and the schedule can be worked out mutually between the teacher and school physician.
 - b. Assist in curriculum development when requested by the Superintendent.
 - c. Review materials when requested and recommend materials for possible use in health education program.
 - d. Assist in inservice programs as a consultant by obtaining consultants, or assisting in developing courses as requested by the Superintendent.
11. Advise school personnel regarding appropriate procedures to be followed in emergency situations involving illness or injury.
 - a. Meet with school nurses to review emergency procedures.
 - b. Recommend any necessary changes in administrative regulations regarding such procedures.
12. Establish procedures for handling pupils who have been identified as having communicable, infectious, or contagious medical conditions.
 - a. Meet with the Supervisor of Health/Physical Education/Athletics and school nurses to standardize procedures.
 - b. Recommend any necessary administrative regulations regarding such procedures.
13. When requested by the Superintendent, or his designee, conduct on the spot examinations made necessary by a bus accident or other emergencies.