

RIPON AREA SCHOOL DISTRICT
Job Description

Department: Student Services

Job Title: School Nurse

Qualifications: Education & Training Requirements:

- Wisconsin licensed Registered Nurse.
- Bachelor of Science in Nursing.
- Current CPR Certification/AED

Experience Desired:

- Clinical experience working with school-aged children and providing health education.
- Previous experience as a school nurse.
- Knowledge of control of communicable disease in accordance with State and local mandates.

Other Requirements:

- Ability to work cooperatively with others.
- Ability to accept supervisory direction.
- Ability to stay calm under adverse circumstances and to calm others under stress.
- Ability to relate to children, parents, and educational personnel.
- Ability to establish and maintain effective communication, both orally and in writing, with school administrators, central office personnel, faculty, staff, parents, and students.
- Ability to provide a supportive atmosphere for students and staff while assuring appropriate health room use.

Reports to: Student Services Director

Supervises: Directly or indirectly the Health Office Specialist

Essential Job Functions/Responsibilities:

1. Perform nursing tasks consistent with educational preparation commensurate with certification/licensing.
2. Participate in evaluations and develop student health care plans for students with significant chronic health needs
3. Conducts screening programs in vision and hearing.
4. Conducts immunization clinics for students and employees.
5. Coordinates employee TB screening program.
6. Coordinates Flu Vaccine program for school district employees and spouses.

7. Creates and maintains list of students with special needs; updates and distributes the list yearly to appropriate staff.
8. Provides necessary on-site first aid treatment.
9. Acts as liaison between the home, the school and health care providers and appropriate community agencies.
10. Maintains Red Cross Instructor certification in CPR and First Aid.
11. Is available to assist teachers in the cardiopulmonary resuscitation (CPR) and First Aid testing component.
12. Monitors and evaluates the provision of health-related services, facilities, and supplies.
13. Obtains health history data as needed and maintains confidential written records.
14. Maintains accurate, confidential, and appropriate student health records including immunizations.
15. Prepares report of district student immunization status, and annual health office report.
16. Monitors health counseling efforts for referral and follow-up purposes.
17. Implements federal, state, and local laws, regulations, and procedures related to school health services.
18. Administers medication following established procedures.
19. Participate on the District Wellness Committee to encourage staff health and wellness.
20. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
21. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.
22. Performs other duties assigned by the Student Services Director.

____ I certify that I have read and understand the attached Physical Demand Addendum for school nurse as demonstrated by my signature on the addendum.

Terms of Employment: The term of employment shall be July 1 to June 30 of each year.

Evaluation: Performance shall be evaluated annually by the Student Services Director.
I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

PHYSICAL DEMANDS

- Walking.....Frequently
- Sitting/Standing.....Frequently
- Climbing.....Occasionally
- Crawling/Kneeling.....Occasionally
- Bending/Stooping/Crouching.....Frequently
- Twisting/Turning.....Frequently
- Repetitive movement.....Occasionally
- Reaching.....Occasionally at/above shoulder height
- Reaching.....Frequently below shoulder height
- Pulling/Pushing.....Occasionally 10 pounds or more
- Lifting.....Frequently 10 pounds or more
- Carrying.....Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum for the school nurse and can fulfill the essential functions as listed.

Signature

Date