
Position Title:	School Nurse	
Qualifications:	B.A. Degree in Nursing and Licensure as a Wisconsin RN	
Reports To:	Pupil Services Director	
Prepared By:	Board Policy Committee	
Approved By:	Board of Education	Date: January 8, 2002
Revised:	May 11, 2009	

I. Summary: To provide the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well being in the district schools.

II. Essential Duties and Responsibilities:

- A. To initiate, plan, organize and administer school health program in cooperation with medical authority and administrative school personnel.
- B. Establish appropriate school health service policies in cooperation with other school personnel and community resources as directed by district administration. Identify children with specific health problems through the annual census of students and conduct routine screening as determined by state requirements.
- C. Assist in the follow-up of children with specific health problems.
- D. Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and/or referral activities.
- E. Serve as the direct link between physicians, families, and community agencies to assure access and continuity of health care for students.
- F. Maintain necessary health records for all students in the district and supervise compliance with immunization and physical requirements.
- G. Act as health and resource consultant to administrators and school personnel, parents, students, and other community groups in regard to health needs of students and employees, curriculum planning, community health resources.
- H. Cooperate in the in-service education of teachers.
- I. Participate as an active member of the pupil services teams in each building.
- J. Develop and implement a public relations program in the area of health services.
- K. Evaluate the performance of the health aide and encourage improvement on performance through individual counseling, and continuing service.
- L. Recognize and respond to the rules and regulations of P.L. 94-142 as one of the related services of special education.
- M. Participate in the review of injuries or accident reports and provide insurance information when necessary.
- N. Intervene with individuals, groups, or classrooms of students when the problem is student-centered or for the purpose of prevention.
- O. Serve as a member of the IEP team in diagnosing and planning the individual education plan (IEP) for special needs students with health concerns.
- P. Make home visits when necessary.
- Q. Assist in planning the budget for health services.
- R. Attend as an active participant in faculty and parents' meetings.
- S. Render first aid to seriously injured or ill students.
- T. Assist in selecting first aid supplies.
- U. Participate in periodic review and revision of objectives, standards, policies, and functions in school nurse, first aid/illness guidelines, and the total health program.

- V. Adhere to district policies and administrative guidelines, The State Nurse Practice Act, and other state and local statutes and regulations applicable to school nursing practice.
- W. Coordinate periodic-vision and hearing screening on students.
- X. Assists parents in obtaining needed corrective care when requested.
- Y. As a representative of the school district, deal with the public and school employees in a courteous and professional manner.
- Z. Perform all other duties as the pupil services director and or building principal may determine.
- AA. Be knowledgeable and follow all district policies

III. Supervisory Responsibilities:
Supervise the nursing assistant(s).

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience
Bachelor of Arts in Nursing,

B. Certificates, Licenses, Registrations:
Current Wisconsin RN license, CPR, AED, First Aide trainer and driver's licenses.

C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

D. Mathematical Skills:
Ability to read charts, graphs and computer sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch, squat, twist, bend or crawl. The employee must occasionally exert 20 to 50 pounds of force occasionally and/or lift up to 50 pounds occasionally and/or exert greater than up to 10 pounds of force constantly to move objects. The employee is required to have the skills and ability to learn and perform safe lifting techniques and is expected to use a two person lift or mechanical assistance for students weighing more than 50 pounds. This training will be provided by the Physical Therapist and/or his or her designee. The employee is also required to learn and perform safe positioning techniques for students, as directed by the Physical Therapist and/or his or her designee.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

V. Work Environment:

- A. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- B. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.