

Position Title: Nurse, Dear Elementary
Department: Health
Reports To: Building Principal and/or District Nurse

Essential Duties and Responsibilities:

- Demonstrates the ability to work with students, parents, general public and district employees.
- Maintain a friendly and helpful environment, promoting a positive, pleasant atmosphere.
- Observe students on regular basis to detect health needs.
- Assist in responsibility for referral of students in need of medical and dental care.
- Administers medications and treatments as prescribed by physicians.
- Assists in coordinating and implementing the school health program.
- Assists in planning vision screenings, dental health services, immunization review, scoliosis screenings, and other health programs as indicated.
- Assists in maintaining up-to-date cumulative health records on all students.
- Communicates to parents, school personnel, physicians, clinics and other agencies on school health matters when necessary.
- Assumes, in the absence of a physician, the care of a student or staff member who has suffered an injury or emergency illness.
- Participates with school staff in developing and implementing total school health program.
- Accompanies and assists students with health impairments on field trips.
- Assists in advising school personnel in establishing sanitary conditions in school.
- Assist students with health/developmental needs during recess.
- Collaborates with district health officials in planning to assure quality health care is provided to students.
- Assists in establishing and revising of school health policies and health curriculum.
- Provide in-service education for faculty and staff when warranted.
- Assist building administration in measures to be taken in the event of medical emergencies, and assist in administering emergency life support care to any student or staff.
- Know and comply with the codes of ethics for the nursing and teaching profession and assume responsibility for upholding professional standards.
- Adequately and timely prepares correspondence and reports for supervisor.
- Work effectively with designated school personnel in assessment of individual student health/first aid need.
- Maintain daily log of all visits to the health room.
- Inform parent/guardian of student's communicable diseases, injuries or other pertinent information affecting an individual or group's health care.

- Inform District Nurse of all reportable diseases.

Other duties assigned:

- Responsible for record keeping of breakfast/lunch accounts.
- Collect, count, and reconcile money daily and prepare reports.
- Maintain adequate knowledge of technology to enable efficient use of equipment.
- Reliability in maintaining confidential material.
- Role model/reinforce appropriate behaviors for students.
- In the absence of administrative assistant, assist in clerical responsibilities: greet visitors, answer office phone, assist students, etc.

Licensed Practical Nurse (LPN) credentials are preferred
Certified Nursing Assistant (CNA) credentials accepted

TERMS OF EMPLOYMENT:

Nine+ month employee.

Salary commensurate with education and experience.