



Columbia County School District Job Description

Position Title: School Nurse		
Department: Student Support	Evaluation Instrument: Performance will be evaluated annually by the Director of School Health in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule L	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 185 Days, 8 Hours Per Day		
Reports to: Director of School Health		

MINIMUM QUALIFICATIONS

Licenses: Georgia State Board of Nursing License: License Practical Nurse (LPN) or Registered Nurse (RN)

Essential Knowledge/Skills: Thorough knowledge or nursing procedures, student growth, and development, first aid and CPR certified; Ability to effectively communicate orally and in writing.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Insure immunization certificates and 4-point screening certificates are up to date on every student.
- Implement and follow procedures in the Student Health Manual.
- Conduct scoliosis screening as directed in Policy JGCA
- Provide emergency care in cases of injury or sudden illness to students and staff.
- Provides planning, implementation and evaluation of required screening programs including vision and hearing. Implements follow-up and referral process for students determined to have specific needs based upon the screening procedures.
- Serve as resource person to school and classroom teachers in area of health, medicine, preventive hygiene, drug awareness and wellness.
- Report all cases of communicable diseases as required.
- Counsel with students and parents when health problems are identified.
- Assist schools with contacting parents concerning medically related student absenteeism and chronic tardiness.
- Identify students with health care needs and request health care plans for these students.
- Perform medical procedures as necessitated by a child's health needs.
- Assist PE coaches with answering student questions following growth and development class.
- Participate in professional development activities to keep license current as required for Georgia State Law.
- Update skills and knowledge specifically in CPR and first aid certification as an instructor for American Heart Association. Conduct CPR/AED and First Aid classes in assigned schools.
- Serve as liaison between school and agencies in cases of health related referrals.
- HIV/AIDS update yearly to all employees of school and feeder school.
- Screen students for head lice when referred.
- Assist with the medical documentation for hospital/homebound program.
- Assist with health and wellness programs in each school.
- Provide blood pressure screenings for staff and students as requested.
- Maintain the school health office and monitor supplies and equipment.

- Complete daily record-keeping including student visit and medication logs.
- Assist with completion of accident reports for staff and students.
- Monitor and assist students with specific health care needs as indicated in the student health care plan.

Physical Activities and Requirements:

Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Repetitive Motions; Light Work: Exerting up to 20 Pounds of Force Occasionally, and/or up to 10 Pounds of Force Frequently, and/or a Negligible Amount of Force Constantly to Move Objects. If the Use of Arm and/or Leg Controls Requires Exertion of Forces Greater Than That for Sedentary Work and the Worker Sits Most of the Times, the Job is Rated for Light Work.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2019