

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: SYSTEM-WIDE SCHOOL NURSE (RN)

CLASS: Support Personnel	LEVEL: Lead School Nurse (RN)
DEPARTMENT: Central Office Nurse	SUPERVISOR: Associate Superintendent
SERVICE TYPE: Classified	FLSA: Non-exempt
SALARY: BCS Salary Schedule	TERMS OF EMPLOYMENT: 9 Months

JOB GOAL:

To provide services to schools that work toward good health and wellness of students and the improvement of health conditions in general.

MINIMUM QUALIFICATIONS:

1. Valid registered nurse license.
2. Two (2) years' experience in nursing preferred.
3. Background clearance through FBI and ABI processes.
4. Valid Alabama driver's license, insurable driving record and provide own or have access to appropriate transportation to meet job requirements.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Identify student health problems through screening, observation, and assessment.
3. Provide direct and consultative nursing service to students.
4. Provide consultation to the educational staff, parents, and other appropriate groups and individuals regarding health issues.
5. Assist students, families, and school system personnel to obtain and maintain good health through education and referral to appropriate community resources.
6. Provide effective in-service education on health-related topics for school system personnel.
7. Gather, analyze and report data related to health services as required using effective written and oral communication skills.
8. Represent the school system as directed at conferences, committee sessions, training seminars, and/or State Department of Education or community meetings when available to do so.
9. Assist with the development, implementation, and evaluation of effective health education programs for the school system.
10. Verify that all students receive instruction each year about the prevention of HIV/AIDS with emphasis on sexual abstinence.
11. Verify that health education teachers are CPR instructors.
12. Verify that all 5-9 grades are screened for scoliosis and turn annual report in the SDE.
13. Supervise LPN and RN activities and evaluate all licenses to assure they are without imposed discipline and are current.
14. Provide medication assistant training for non-licensed personnel yearly.
15. Verify AED's are at each school and performing correctly.
16. Evaluate need for nurses at each school and performing correctly.

17. Oversee Individualized Health Plans for students with medical conditions/needs with LPN.
18. Oversee emergency plans/procedures for students with chronic health conditions during field trips.
19. Require and receive monthly medication reports from all schools.
20. Coordinate annual "kid check" at each school and oversee results.
21. Order supplies for "kid check" at individual schools as needed.
22. Report nurses employed by the BCS and their current license number to the Alabama Board of Nursing each January.
23. Train substitute nurses and place them accordingly when a nurse is unable to work or adjust schedules so that the nurse's invasive procedures are covered.
24. Drive vehicles as required to complete assigned work tasks; promptly report loss of credentials to operate vehicles.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full shift and additional time as requested.
2. Knowledge of effective procedures and practices for vision, hearing, and other appropriate health screening activities.
3. Knowledge of and experience with principles and theories of adult learning for effective staff development and in-service activities.
4. Knowledge of current general medical and pediatric nursing practice.
5. Effective written and oral communication skills and interpersonal interaction.
6. Ability to organize, maintain, and report data and information related to health services.
7. Ability to use effective public relations skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professions, and students.
8. Knowledge of Board policies and procedures.
9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications, requesting of needed information, and implementation of the school nursing programs.
10. Basic computer skills including the use of Microsoft Word and Power Point.
11. Ability to work with or without supervision.
12. Demonstrate consistent integrity, dependability and confidentiality.
13. Complete assigned work tasks with a positive attitude.
14. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Walk and stand 50 % of work shift.
2. Lift up to 50 pounds on an occasional basis.
3. Bend, reach, stoop, twist, and turn on a frequent basis.
4. Adequate strength, dexterity, agility, and visual and aural acuity to complete all assigned work tasks.

EVALUATION:

Job performance for non-probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance process.