

**SCHOOL NURSE**

**REPORTS TO:** Special Services Director/Principal

**ESSENTIAL FUNCTIONS:**

Responsible for professional medical treatment of students.

Responsible for early detection of physical problems as well as health evaluation.

Administers medication and treatment prescribed by physicians.

Assists in promoting programs on health education and immunization.

Coordinates vision, hearing, and scoliosis screenings.

Conducts parent conferences and maintains liaison between physicians, parents, and staff.

Makes recommendations to primary care physicians on health needs of individual students.

Maintains up-to-date cumulative health records on all students requiring nursing intervention.

Reports to parents, school personnel, physicians, clinics and other agencies on student health matters.

Assists teachers in instructing students in health and nutrition education.

Administers emergency aid to students and school staff in accordance with established first aid procedures.

Implements board policy on exclusion and readmission of students in connection with communicable diseases.

Assists school personnel in maintaining sanitary standards in schools.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**MINIMUM DESIRABLE QUALIFICATIONS:**

Proper licensure from the State of Montana.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from students, staff, and the general public.

Ability to interpret a variety of written or oral instructions.

Ability to establish and maintain effective working relationships with students, peers, parents, and community.

Ability to communicate clearly and concisely in writing or orally.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

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**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax, health-care equipment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside.

The noise level in the work environment is usually quiet to moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck, bend at waist, reach; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: June 9, 2010

Revised on: