

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: School Nurse

Department/Location: School Building

Reports to: Building Principal and Director of Student Services

Employees Supervised: None

POSITION SUMMARY:

Under the direction of the Building Principal and Director of Student Services, the School Nurse provides appropriate care to students with health needs, and refers students to health care providers for further care, as necessary. This position is also responsible for promoting the health of students through prevention, case finding, early intervention and remediation of specific health problems.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide a nursing diagnosis and treatment of student and staff's responses to actual or potential health problems.
2. Administer and record daily prescription medication to students.
3. Provide and administer over the counter medications to students and staff as necessary, and assess for acute illness.
4. Act as health care resource for students and staff.
5. Administer first aid for minor injuries.
6. Provide immediate emergency care for major injuries.
7. Provide immediate transportation for major injuries and communicate with families and physicians.
8. Provide support and care for students with chronic or acute health problems.
9. Maintain communication with parents regarding chronic or acute health conditions of students.
10. Inform staff of students with special health problems.
11. Coordinate with Social Services to identify families of children with special needs and provide ongoing support.
12. Maintain and update student health records.
13. Document vision and hearing screening results.

14. Document immunization updates and notify parents of immunization needs in accordance with state health regulations.
15. Compile and document visits to health office, medication administered and incidence of illness.
16. Provide assistance with prevention and control of communicable diseases.
17. Conduct screening of students for health problems.
18. Respond to questions on health care and advise on the need to contact family health care provider.
19. Complete State Annual Immunization Report and submit to the Wisconsin Department of Health.
20. Attend meetings with teachers and administrators regarding student problems and needs, and offer medical expertise and opinions as necessary.
21. Maintain a Section 504 Plan case load for students with special needs as required by the American Disabilities Act and submit records to Student Services Department.
22. Maintain appropriate certifications and training hours as required.
23. Comply with applicable district, state, local and federal laws, rules and regulations.
24. Attend work regularly.
25. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Registered Nurse License in the state of Wisconsin required.
2. Previous nursing experience preferred.

Knowledge, Skills, and Abilities

1. Knowledge of district and department policies, procedures and guidelines pertaining to areas of responsibility.
2. Knowledge of data privacy and confidentiality laws.
3. Knowledge of administrative procedures.
4. Knowledge of nursing procedures, practices and policies.
5. Knowledge of disabilities and medical conditions.
6. Knowledge of medications, side effects, indications and contraindications.

7. Knowledge of laws, rules and regulations governing students with disabilities in Wisconsin Public Schools, and local rules and regulations governing services to students with disabilities.
8. Knowledge of first aid and CPR.
9. Knowledge of resources available to patients with health care issues.
10. Knowledge of health care screening procedures.
11. Knowledge of communicable diseases and prevention.
12. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
13. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
14. Excellent verbal and written communication skills.

WORKING CONDITIONS:

Work Environment

1. Classroom/school environment.
2. Exposure to disagreeable odors, communicable diseases, bodily fluids, and biohazardous materials possible.

Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 8, 2017