



NURSE JOB DESCRIPTION

Job Goal

The school nurse is directly responsible to the Assistant Superintendent, Lead Nurse, and Principal. They will be responsible for planning, implementing, coordinating, and evaluating school health services that: maximize the quality of in-class time by reducing the incidence of health-related absenteeism, eliminate or minimize health problems that impair learning, and achieve the highest degree of independent functioning possible.

Spiritual Qualifications

This person shall be one who has received Jesus Christ as Savior and Lord, a member in good standing of a Bible-believing church. They shall be a person of spiritual maturity with academic and organizational abilities that will allow them to manage the office in an effective and efficient manner. They shall reflect the purpose of the school, which is to honor Christ in every activity.

- Affirm LCA's Statement of Faith

Professional Responsibilities

- Establishing an Effective Workplace
- Identify health care needs of students and the availability of resources/services.
- Plan and ensure implementation of services to meet those health care needs.
- Assess and evaluate the effectiveness of the services/health care plans.
- Collaborate with the assistant superintendent, school system and professional disciplines to promote wellness that enhances the educational process.
- Coordinate and participate in the establishment, review, and implementation of school health/services policies and procedures.
- Ensure consistent implementation of policies/procedures throughout the school and adherence to legal and regulatory requirements and ethical standards of nursing practice.
- Implementation of communicable disease control in the school, including monitoring, surveillance, and participating in disease prevention and outbreak management within the school.
- Serve as LCA's healthcare consultant for school personnel, students, and their families.
- Provide professional health leadership to administrators and school staff.
- Assure the appropriate documentation is maintained for school health services and activities.
- Documentation, compilation, and analysis of data for required reports on school health services.
- Development and training of staff that provides health services.
- Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
- Participate in the development of the school's emergency health and crisis plan.
- Maintain the system for the identification of students with special health care needs.
- Identify students with known chronic illnesses and special health needs.
- Train school personnel via in-services how to manage students with chronic illness.
- Provide periodic health appraisals of students with identified or suspected health problems.
- Conduct in-service training on health issues for faculty and staff.

- Serve as a resource for classroom education as time allows.
- Interpret health mandates, recommendations, and trends to assistant superintendent.
- Conduct in-service training for school personnel on health issues.
- Manage the process for monitoring symptom positive students and staff for support in quarantine, recovery, and return to school.
- Train designated staff for management and referral of symptom positive students in absence of nurses.
- Collaborate with the local health department (LHD) in assuring notification for positive cases in school and contact tracing.
- Collaborate with LHD for vaccine administration opportunities (flu, required vaccines, etc.)
- Collaborate with student support staff related to identified SEL and mental health needs in students.
- Record services rendered accurately and confidentially.
- Interpret and explain records, reports, activities, health care plans, and accommodations.
- Communicate effectively, both orally and in writing, with the various elements of the school community.
- Develop open communication by respecting differences of opinion and reacting appropriately.
- Make independent and timely nursing diagnoses.
- Elicit needed information from appropriate sources.
- Avoid crisis situations by anticipating problems and making timely, clearly communicated, and effectively implemented decisions.
- Follow established administrative protocol.
- Secure the cooperation and respect of students, faculty, and staff.
- Personally interact with parent groups to promote positive school/community relations.
- Inform community of school activities through appropriate media and encourage parent and community participation in those activities.
- Participates in continuing education activities.
- Assumes responsibility of keeping informed of current changes and trends potentially impacting school nursing practice.

Qualifications

- Valid and current nursing license
- 3-5 nursing experience

Working Hours

- Part-time/20 hours per week