

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: District Nurse

REPORTS TO: Chief Operations Officer or Designee

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Perform specialized work including various nursing procedures within scope of practice relating to students in a school setting and public health population-centered activities. Oversee the administration of school health services according to established policies and procedures; oversee a variety of health screenings; prepare and maintain accurate student medical records.

REPRESENTATIVE DUTIES:

- Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.
- Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.
- Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.
- Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.
- Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.
- Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.
- Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.
- Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.
- Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.
- Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.

- Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
- Supervise the reporting of any known or suspected communicable disease cases to the local health department.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies, objectives, rules, and regulations related to the school health program.
- Vision, hearing, dental and other screening techniques.
- Promotion and public speaking techniques.
- Conference and counseling techniques.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.
- Communicable diseases.

ABILITY TO:

- Plan, coordinate, implement and modify a comprehensive health services program for the district.
- Train others in proper screening techniques.
- Communicate with others regarding a variety of health-related activities and concerns.
- Coordinate a variety of health related activities.
- Provide consultation to parents, students, teachers, and school authorities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Compile data and verify data and prepare reports.
- Learn district organization, operations, policies, and objectives.
- Work independently with little direction.
- Plan and organize work.
- Observe health and safety regulations.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION, EXPERIENCE, AND LICENSES:

- A valid license to practice as a registered nurse, issued under KRS 314.041 by the Kentucky Board of Nursing, and three (3) years of registered school nursing practice, as defined in KRS 314.011(6); or
- A school psychologist certificate, issued by the Education Professional Standards Board (EPSB) pursuant to 16 KAR 2:090, and a minimum of three (3) years of related work experience in a school setting; or
- A school social worker certificate, issued by the EPSB pursuant to 16 KAR 2:070, and a minimum of three (3) years of work experience practicing social work in a school setting.
- A minimum of a Bachelor's Degree in Nursing is preferred.
- Experience with the Kentucky Student Information System student health tools and data standards is preferred.