Job Title: School Nurse

Description of basic functions and responsibilities:

The school nurse fulfills assigned school nurse functions: informs and advises school administrators of health activities, assists in budget preparation for school health services.

Major duties and responsibilities:

Renders direct service to students in assigned schools
Principal, or designate, makes home calls on students referred for health reasons
Assists in mass immunization and screening programs (vision, hearing, other) as needed
Serves on Evaluation Committee for Remedial Physical Education Program in appropriate schools
Serves as a health consultant in assigned schools
Supervises the maintenance of health records
Prepares and submits reports as required in assigned schools
Performs other duties as assigned by school principal

Other duties and responsibilities

Observes the school environment for safety and health hazards and reports these as required to appropriate persons
Arranges for and assists with physical examinations upon request of principal
Maintains contact with health and medical resources for current trends and medical information

Supervision exercised or received

Supervises activities of Health Clerk in assigned schools as these activities are related to matters of school health
Supervised by the Principal in assigned schools
Minimum qualifications

School Nurse Certification

BA Degree

Experience in public health or school nursing recommended

Evaluation

Annually by principals