

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *School Nurse*

QUALIFICATIONS: Registered Nurse in the state of Louisiana with at least two years of applicable work experience

REPORTS TO: Human Resources Director

SUPERVISES: Assigned students

ACCOUNTABILITY: Performance evaluation annually

SALARY: 9.5 Certified Salary Schedule

TERMS OF EMPLOYMENT: 9.5 - Months

JOB GOAL: To provide a program which emphasizes student health

PERFORMANCE RESPONSIBILITIES:

DESIGN AND EVALUATION – Assumes responsibility for the design and evaluation of the school health program.

- ❖ Develops satisfactory performance objectives to improve support services.
- ❖ Initiates a continuing review and improvement of the school health program.
- ❖ Stimulates the school staff to evaluate and make suggestions for changes in the health program.
- ❖ Develops personal goals and performance objectives for effective leadership.

LEADERSHIP - Assumes leadership in directing the school health-related activities for all students.

- ❖ Assists health officers and school administrators in developing an adequate school health program.
- ❖ Assumes authority in the absence of a physician for emergency care of a student or a staff member.
- ❖ Provides nursing assessment data to a physician on health needs of individual students.
- ❖ Conducts or participates in in-service training programs and serves on health curriculum committees.

MANAGEMENT - Initiates practices which contribute to an adequate learning environment for students.

- ❖ Maintains up-to-date cumulative health records on students.
- ❖ Implements school policy regarding exclusion or readmission of students in connection with infectious or contagious diseases.
- ❖ Assist teachers with screening students for health complications.
- ❖ Assists other school personnel in maintaining sanitation standards in the school.

STUDENT SERVICES – Initiates practices designed to promote the success and well-being of students.

- ❖ Administers first aid in accordance with established first aid procedures.
- ❖ Observes students in order to detect health complications.
- ❖ Conducts nursing assessments and sight/hearing testing as directed by school authorities.
- ❖ Conducts school programs on immunization or related health matters.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborate and communicate effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.

- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date

