

Position: School Nurse
Term: 9 Months
Classification: Classified
Location: District Wide
Qualifications: Licensed RN or LPN
Supervisory: No

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Assessment:
 - Maintains a complete and up-to-date health record system using available technology
 - Plans and conducts screenings, examinations, and health appraisals in accordance with State Law and District Policy
 - Monitors newly enrolled students in order to insure State Law and District Policy are implemented
- Consultation:
 - Advises students, staff, and parents on appropriate and concerning health issues
 - Makes referrals to school resources and to the community
 - Serves as consultant and resource person in health instruction and curriculum planning
 - Implements homebound instruction
 - Provides input to the Administration concerning State Law and development of District Policies related to health issues
- Emergency Care:
 - Provides first aid as needed
 - Assists emergency care givers as applicable
 - Maintains appropriate records

- School Wide Intervention Focus Team (SWIFT):
 - Refers students with suspected disabilities to District Specialists
 - Facilitates health appraisals for pupils referred to SWIFT
 - Participates in SWIFT deliberations
- School Environment:
 - Make recommendations to the Principal regarding health and safety
 - Administers medication
- Professional Development:
 - Maintains professional competence by doing professional reading and attending appropriate workshops
 - Assists in providing training for District Staff concerning health- related issues
- School/Community Relations:
 - Communicates with parents/guardians
 - Cooperates and shares professionally with members of district staff
 - Keeps staff informed about relevant health issues
 - Communications with various health- related organizations in the community
 - Carry out all other duties as assigned.

Physical Demands

An individual who holds this position must have the ability to:

- Be capable of physically assisting students with special needs as required (positioning, lifting, transferring, restraining, etc.)
- Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
- Move around the classroom
- Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.