

Poquoson City Schools
JOB DESCRIPTION

TITLE: SCHOOL NURSE

This position is X exempt or non-exempt

PRIMARY FUNCTION:

Perform professional health services duties required in the school setting

QUALIFICATIONS:

- Bachelor's degree in nursing preferred
- Licensed registered nurse preferred
- Certification in CPR
- Demonstrate a willingness to work with all students
- Sufficient strength, agility, and dexterity and oral and written communication skills required to perform all performance responsibilities (able to lift 50 pounds unassisted)
- Ability to quickly learn procedures used to report information and maintain records
- Ability to prepare required written reports
- Ability to follow oral and written directions
- Possess knowledge and skills to operate computer system

PERFORMANCE RESPONSIBILITIES:

- Serves as health consultant to pupils, parents, teachers, and other school personnel
- Updates annual physical examination of students' weight, height, vision, hearing, throat, skin, teeth and vaccinations
- Makes record of findings and interprets findings to pupils, teacher, and parents
- Makes arrangements and appointments for medical and dental care of indigent students as appropriate
- Participates in epidemiological investigations and other studies as appropriate
- Provides first-aid services and in some cases accompanies the child to the hospital or home
- Discusses individual physical problems with pupils, parents, and teachers
- Serves as a resource person for the classroom on health care topics
- Provides health education materials and information
- Maintains daily log of student visits to the clinic
- Attends staff meetings and conferences as appropriate
- Participates in staff development at the building and school division levels
- Responsible for securing and dispensing medication to students
- Maintains up-to-date equipped and supplied clinic
- Performs other duties as assigned by building administrator

TERMS OF EMPLOYMENT: 192 days a year. Salary according to School Board Unified Pay Plan

REPORTS TO: Building Administrator

EVALUATION: Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of non-licensed personnel.

APPROVED BY THE DEPUTY SUPERINTENDENT OF INSTRUCTION & SUPPORT SERVICES: May 24, 2011