

## **Greenwood School District 50 Position Description**

### **POSITION TITLE: SCHOOL NURSE**

Department: Administration  
Reports To: Lead Nurse

**SUMMARY:** The goal of a school health program is to help each child achieve and maintain an optimal health condition so that maximal physical, emotional and intellectual growth can occur.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

#### **Screening:**

- Assesses and evaluates the health and developmental status of students through appropriate screening techniques.
- Directs initial screening programs in schools served and provides secondary screening prior to referral.
- Assumes responsibility for selection and referral of students identified by the screening process as needing medical or other care.
- Compiles information including observations, appropriate medical records, and screening results. Interprets the data to students, their families, and school personnel.
- Monitors pupil immunizations as required by law.
- Screens for vision, dental, hearing, blood pressure, growth, and scoliosis.
- Performs other routine screening procedures.
- Performs health appraisal for students served by Public Law 94-142.

#### **Records:**

- Maintains health records and uses the information accumulated to initiate preventive, remedial, or rehabilitative action.
- Maintains and records screening date on cumulative health record.
- Follow-up/Counseling/Referral:
- Participates in health counseling, both planned and unplanned, with individuals and groups to assist the students in improving their health status and to promote self-care, decision-making and wellness behavior.
- Interprets nursing assessments and medical evaluations to students, their families and school personnel.
- Performs follow-up nursing care on children with identified health needs.
- Makes appropriate community and health care referrals when needed.
- Participates in staffing for student placement when requested.
- Provides feedback to schools of screening program conducted.

**Education:**

- Incorporates health teaching in all activities performed.
- Provides teachers with up-to-date, accurate resource materials for classroom instruction when requested.
- Assists parents to learn about health problems and aspects of parental responsibility for the health care and maintenance of their children.
- Assists with orientation, training, and supervision for new health personnel.
- Serves as health consultant by providing relevant health instruction, counseling, and guidance to students, school personnel, parents, and others on subjects such as first aid and emergency care procedures, CPR training, and specific health problems for in-service programs or school parent programs.

**Health Room/Emergency Care:**

- Plans, organizes and coordinates a method of providing first aid and emergency care for each school.
- Assumes responsibility for maintenance for the health room, to include ordering supplies and equipment.
- Administers first aid, care and comfort to ill or injured students as stipulated by written school health policies and procedures, when available.
- Maintains daily log of all children seen for health related problems. Encourages the school to maintain a daily log of all children reported to health room.

**Community Services:**

- Assists in identifying and reporting suspected child abuse and neglect.
- Makes home visits as appropriate and necessary.
- Serves as liaison between the school, the home, private physicians, health and social agencies, and other community resources to assure appropriate utilization of all available resources for student health needs.
- Maintains up-to-date and accurate records for program service delivery by documenting student records, attendance reports and S.C. State Department End of Year report.
- Maintains on-going program assessment and evaluation through feedback from school and community, participation in employee evaluations, and informing the school and community of program progress and changes.
- Seeks and participates in professional development to enhance continual professional growth through on-going staff development meetings and attending meetings/training relative to job role.
- Supports the school district's total Student Services program to provide for on-going program maintenance and networking.

**SUPERVISORY RESPONSIBILITIES:**

None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Current license to practice as a nurse in South Carolina. Graduate of an accredited program offering a baccalaureate degree in nursing, or a graduate of an accredited diploma School of Nursing or an accredited program offering an associate degree in nursing and one to two years nursing experience. Must be able to effectively deal with the public and staff both in person and on the phone.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS and ABILITIES:**

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop/kneel and talk or hear. The employee is occasionally required to sit. The employee must be able to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and color vision. While performing the duties of this job, the employee is often required to drive. The employee frequently communicates through speech.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is at risk of exposure to infection. The employee is continuously interacting with the public, students and staff.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*