

## **JOB DESCRIPTION**

### **Fayetteville City School System**

#### **SCHOOL NURSE**

##### **Purpose Statement**

The job of School Nurse was established for the purpose/s of providing the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well being in the school.

This job reports to Director of Schools.

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##### **Essential Functions**

- Administers first aid to staff/students, medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State Laws and System Policies.
- Maintains student's confidential files and records for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness/injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Develops individual student health care and emergency care plans for students with special care needs for the purpose of supporting established lesson plans.
- Responds to emergency medical situation (e.g. falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Orders supplies and materials as needed for the purpose of ensuring the efficient and effective functioning of the work unit.
- Assist in control of communicable diseases.
- Provides care to students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information.
- Monitor schools' compliance with State Health Regulation (e.g. Immunization records, entrance physicals).
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' needs.
- Reports health and safety issues to assigned administrator and appropriate agencies for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

##### **Other Functions**

- Performs other related duties as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities; meetings, and/or events; gather, collate, and or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals, maintaining confidentiality; working as part of a team; and working with detailed information/data.

**Responsibility:** Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organizations services.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 33% sitting, 34% walking, and 33% standing. This job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within specialized field is required.

**Education:** Community College and/or Vocational School degree with study in job related area.

**Clearances:** Criminal Justice Fingerprint/Background Clearance.

**Certificates & Licenses:** Licensed Practical Nurse or Registered Nurse licensed by the State of Tennessee; and CPR/First Aid Certificate.

**Continuing Educ./Training:** Maintain Licensure and CPR/First Aid Certificate.