

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA**NURSE -- REGISTERED****JOB DESCRIPTION**

JOB CODE:	613203	BARGAINING UNIT ELIGIBILITY:	Yes
FLSA:	Non-Exempt	PAY GRADE:	29
		SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) Nursing Degree from an approved accredited nursing school.
- (2) Three (3) years successful experience in pediatric, public health, or school nursing, preferred.
- (3) Current Florida RN (Registered Nurse) license.
- (4) Current American Heart Healthcare Provider CPR certification.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health nursing as it applies to the public school system. Ability to identify students for developmental disparities, high risk health patterns or behaviors which may effect their overall health. Ability to initiate and implement nursing care plans for students with both acute and chronic health problems. Coordinate the provision and implementation of nursing and other health related interventions for students. Administer medication within state law and Board policies. Ability to demonstrate effective skills of listening, speaking and writing. Ability to establish and maintain effective working relationships with school personnel, parents, children and agencies. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Principal, Supervisor II -- Health Services

JOB GOAL

To provide comprehensive health services at the assigned school site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Prepare the school clinic area for use, assuring safety, cleanliness and adequate stocking of supplies.
- *(2) Coordinate, perform, document and report results of required student health screenings.
- *(3) Provide to parents a list of possible community & state agencies available to assist in health care needs. Assist and educate parents on how to acquire health insurance, free or low cost health care as needed.
- *(4) Document health interventions and medications provided to students in appropriate district-provided format using acceptable nursing terminology.
- *(5) Coordinate with local agencies and district personnel to assure a smooth and disruption-free scheduled school health clinics.

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- *(6) Contact parent/guardian as needed.
- *(7) Provide routine first aid and health procedures, including proper referral of serious illnesses or injury.
- *(8) Administer CPR if indicated in emergency situations.
- *(9) Assist students with required medications documenting according to established guidelines.
- *(10) Direct the work to school health technician assigned to clinic.
- *(11) Support and participate in health screening activities, special clinics and staff meetings as directed.
- *(11) Administer medications following school and county policies.
- *(12) Review health records and immunization for compliance.
- *(13) Counsel students and parents concerning health problems.
- *(14) Establish safe clinic procedures.
- *(15) Maintain a current list of students with acute and/or chronic conditions.
- *(16) Identify and report any communicable disease or other conditions affecting school population to supervisor and appropriate agencies.
- *(17) Provide nursing assessment and health appraisals of students to identify existing or potential health problems, high risk behavior, communicable disease or other conditions affecting school performance.
- *(18) Serve as a health liaison between home and school.
- *(19) Assist school personnel with completion of incident/accident reports. Report medical errors as appropriate.
- *(20) Maintain a cooperative working relationship with appropriate governmental agencies.
- *(21) Serve on school/district committees as required or appropriate.
- *(22) Adhere to applicable safety standards as provided in School Health Services Handbook.
- *(23) Attend all staff meetings and workshops.
- *(24) Assist with maintaining a clean and orderly environment.
- *(25) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(26) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(27) Demonstrate initiative in the performance of assigned responsibilities.
- *(28) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(29) Demonstrate support for the school district and its goals and priorities.
- *(30) Exhibit interpersonal skills to work as an effective team member.
- *(31) Follow attendance, punctuality and proper dress rules.
- *(32) Maintain confidentiality regarding school/workplace matters.
- *(33) Maintain expertise in assigned area.
- *(34) Manage time efficiently.
- *(35) Model and maintain high ethical standards.
- *(36) Participate in cross-training activities as required.
- *(37) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(38) Prepare all required reports and maintain updated and accurate records.
- *(39) Represent the District in a positive and professional manner.

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- *(40) Respond to inquiries and concerns in a timely manner.
- (41) Perform other duties as assigned.
- *(42) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 04

Adopted 8/2/11