

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Director of School Nurses

EXEMPT: No

SALARY LEVEL: Per Classified Policy – School Nurse

LOCATION: Lincoln Jr. High School

REPORTS TO: Building Principal & Assistant Superintendent

PREPARED BY: Dr. John Hill

DATE: 8/16/99

APPROVED BY: Dr. John Hill

DATE: 8/16/99

JOB GOALS: Oversee the nursing program of Plymouth Community School Corporation and provide nursing services at Lincoln Jr. High School.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Acts as a liaison person between administration and other community agencies.
2. Must order and maintain health supplies for all schools.
3. Serve on community committees as needed.
4. Arrange work schedules for both the director and school nurse with building principals.
5. Must conduct and perform all examinations and screening activities as required by law
6. Observe and follow the guidelines established in the handbook "School Nurse Policies".
7. Maintain and update School Nurse Policies handbook, as information becomes obsolete or outdated, in conjunction with the Administration.
8. Establish procedures for the prevention and control of communicable diseases in the School Corporation.
9. Assist with the implementation of a safe and healthy school environment in the schools.
10. Serve as liaison between the student, family and community as required.
11. Serve as a consultant to the administrators and school personnel, parents and children in regard to health needs of pupils in the school.
12. Plan and implement immunization programs as required and interpret the significance in findings to the appropriate personnel.
13. Maintain all health records and update cumulative record folders as required.
14. Identify children with specific health problems and suggest solutions to those problems as required and distribute written list to all faculty.
15. Conduct a scalp inspection on a regular basis of students who may be infectious to the rest of the student body and work with the parents and students.

16. Plan, praise and evaluate the school health program periodically and suggest needed changes.
17. Acquaint school health personnel with community health problems and strive for the prevention of disease in an environment that is safe for students and school personnel.
18. Be available and provide health counseling in education for students, personnel and community as needed.
19. Provide emergency care for illness or injury occurring during school hours according to established school policy.
20. Keep the administration abreast of changes regarding health standards and provide recommendations as needed.
21. As warranted by the building administrator, the nurse may make home visits as required for communicable disease control and health purposes.
22. Be a resource person in matters pertaining to health when teachers are planning their curriculum.
23. Assist in completing all accident report forms and submit to building principal.
24. Assist and evaluate students to determine if they are under the influence of alcohol or drugs.
25. Be available for emergency calls when needed even though they may be in another building.
26. Must maintain a positive relationship with other staff, parents, and students.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function 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:

Must possess a strong academic background in health services and health education. Must be knowledgeable of the changing growth and behavioral health patterns and how such changes affect children at all age levels. Must possess a Bachelor of Science Degree from an accredited University and/or College.

CERTIFICATES, LICENSES, REGISTRATIONS:

Indiana Licensed Registered Nurse. Valid State Driver's License – Operator Permit

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, parents, students, and the general public.

MATHEMATICAL SKILL:

Ability to interpret statistics and maintain the budget of the nursing program.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be capable of using good judgment in crucial situations as it effects the school, community, and the students. Must be responsible and willing to initiate action necessary to complete tasks as required.

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 frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; smell. The employee frequently is required to stand and walk.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 noise level in the work environment is usually moderate.

The work environment is mainly indoors other than routine errands.

TERMS OF EMPLOYMENT:

200 Days, 8 hours per day, schedules determined by the building principal.

Salary and benefits per classified policy.

Nurse uniform required when children present.

EVALUATION:

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

Revised 12/8/00