

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SCHOOL NURSE

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure - Authorization for School Nurse.

- Bachelor of Science in Nursing from an accredited school of nursing.
- Current/valid state licensure to practice as a registered professional nurse in the state of West Virginia.
- School nurse authorization/certification endorsement from the West Virginia Department of Education.
- Two (2) years of nursing experience (preferred) and experience working with youth (preferred).
- Valid driver's license and personal vehicle for travel to and from schools.

Immediate Supervisor: Principal

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: 200 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- Assists in the planning and implementation of a comprehensive school health program in the school setting.
- Enforces appropriate immunization guidelines for all students according to West Virginia §16-3-4.
- Assists with health and screening programs as mandated by West Virginia §18-5-22 and medication administration as per West Virginia Code 18-5-22a.
- Assists in the implementation of West Virginia Department of Education Policy 2422.7 School Nurses and Specialized Health Procedure.
- Participates as a health specialist on the education evaluation team to help develop the Individual Education Plan (IEP).
- Develops and implements health care plans for specialized health care procedures.
- Performs specialized health care procedures as necessary.
- Provides in-service education material and direct instruction to aides and teachers on special technical/medical procedures necessary to provide care to specific children.
- Trains school personnel in basic and specialized health care procedures where appropriate.
- Initiates referral of students when necessary to appropriate community health resources and acts as a liaison for families.
- Focuses on prevention of illness and disabilities and the early detection and correction of health problems.
- Identifies health-related barriers to the learning process and provides assistance when necessary to protect each child.

- Provides special specific communication updates on health issues or health alerts to appropriate students, parents, teachers and administrators.
- Works as a health specialist and resource person for the children, their families, teachers and administrators working with the children.
- Assists in maintaining up-to-date cumulative health records.
- Assists with special problems as they arise, such as first-aid, illness, head lice, etc.
- Makes home visits as needed.
- Maintains positive work ethics and works cooperatively with school personnel.

PHYSICAL DEMANDS:

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal

Amended: October 25, 2016