

## **9.9.11 SCHOOL NURSE**

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**Reports To:** Assistant Superintendent for Elementary Education

**Dept/Campus:** Assigned Campus

**Wage/Hour Status:** Exempt

**Length of Contract:** 197

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### **PRIMARY PURPOSE:**

Assist in development and implementation of a comprehensive program of health services for the school. Responsible for providing direct health services to students. Promote health education and preventive health practices for students. Serve as health advocate for students.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Graduate of an accredited professional nursing education program

#### **Special Knowledge/Skills:**

Valid registered nurse licensed to practice professional nursing in Arkansas from the State Board of Nurse Examiners  
Calm and patient demeanor with students and others

#### **Experience:**

Two years nursing experience, preferably in community health

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Participate in the development and implementation of a complete and functioning program to provide ongoing emergency health care.
5. Develop and enforce procedures for the administration, safety, and security of medications, first aid or health supplies, and equipment.

## **JOB DESCRIPTION**

### **School Nurse**

#### **Page 2**

6. Participate in the implementation of health education curriculum.
7. Coordinate health service activities with the instructional program.
8. Plan and implement health assessment and screening programs.
9. Assist in control of communicable diseases by interpreting the policies and procedures for control of communicable disease within the school.
10. Coordinate referrals to health care professionals for medical diagnostic services and treatment as needed.
11. Implement and comply with policies established by federal and state law, Arkansas Dept. of Education and local board policy in the area of health services.
12. Consult with staff on student health problems and provide assistance with individual cases as needed.
13. Compile, maintain, and file all reports, records, and other documents required.
14. Present for students a positive role model that supports the school climate and mission of the school district.
15. Maintain a positive and effective relationship with supervisors.
16. Comply with all district and local campus routines and regulations.
17. Effectively communicate with colleagues, students, and parents.
18. Assess and respond to needs related to job responsibilities.
19. Develop and coordinate a continuing evaluation of the health program and implement changes based on the findings.
20. Provide relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health.
21. Help families use community resources for health-related needs.
22. Develop professional skills appropriate to job assignment.
23. Demonstrate behavior that is professional, ethical, and responsible.

**JOB DESCRIPTION**

School Nurse

Page 3

- 24. Articulate the district's mission and goals in the area of health care services to the community and solicit its support in realizing the mission.
- 25. Demonstrate awareness of district-community needs and initiate activities to meet those identified needs.
- 26. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
- 27. Maintain health provider CPR.
- 28. Maintain nursing license as required by state law.
- 29. Perform other duties as assigned by supervisor.

**SUPERVISORY RESPONSIBILITIES:**

Supervise assigned health aides(s) and clerical employees(s).

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policies and procedures; maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer service

**Physical Demands:**

Frequent district-wide travel; biological exposure to bacteria and communicable diseases; ability to lift and carry 50 lbs.

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Date Adopted: August 2, 2007

Last Revised by Administration: February 5, 2018

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

**JOB DESCRIPTION**

**School Nurse**

**Page 4**

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Supervisor

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Date