

## SCHOOL NURSE

- QUALIFICATIONS:**
1. Required to be registered by the Wisconsin Regulations Board
  2. Be a graduate of a bona fide nursing program
  3. Certifiable as a school nurse by Wisconsin DPI
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Director of Student Services

**SUPERVISES:** Health Aides

**JOB GOAL:** To provide the fullest possible educational opportunity for each student by utilizing the school health program to assist students in reaching their full health potential, and to create a climate of health and well being in the District schools.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises school health service, including clinics, immunizations, and screening programs;
2. Assumes responsibility for selection and referral of students in need of medical care;
3. Reports to parents, school personnel, physicians, clinics, and other agencies on medical matters;
4. Supervises the maintenance of up-to-date cumulative health records on all students;
5. Supervises the observation of students on a regular basis to detect health needs;
6. Provides classroom instruction for human growth and development and health related topics;
7. Visits student homes when necessary;
8. Contacts homes of children referred by principals;
9. Participates with school staff in developing and implementing a total school health program;
10. Assumes authority, in the absence of a physician, for the care of a student or staff member who has suffered injury or emergency illness;
11. Prepares and submits reports for the District Administrator and the State Board of Health;
12. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases;
13. Advises teachers on health matters, particularly regarding screening for student health defects;
14. Assists school personnel in establishing sanitary conditions in schools;
15. Attends committee meetings and conferences regarding health service and health curriculum;
16. Participates in inservice training programs;
17. Participates on E-teams as necessary;
18. Advises teachers on health matters, particularly regarding screening for student health defect;
19. Ordering, accountability and security of health room property;

20. Asserts leadership in carrying out the policies of the Board as they relate to health services;
21. Coordinator for the School Age Parent Program;
22. Provides one-on-one health counseling services to students and refers to appropriate agencies as necessary;
23. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for the overall school health services program;
22. Prepares and submits the budget requests for the health services program;
23. Instructs, when necessary, the school staff in matters of health and procedures as they relate to individual students;
24. Supervises the health aides and any volunteers working the health programs;
25. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.