

JOB DESCRIPTION

TITLE: Nurse

QUALIFICATIONS: Set by SDE

GOAL: To provide general health services for the students of Richland Parish

SPECIFIC RESPONSIBILITIES:

A. Contacts and Relationships

1. Supervisory

- a. Supervision received
  - 1. Directly: Principals
  - 2. Indirectly: N/A

- b. Supervision exercised
  - 1. Directly: N/A
  - 2. Indirectly: N/A

2. Organizational

a. Internal

- 1. Continuous contact with principals, faculty, and students
- 2. Frequent contact: Supervisors
- 3. Occasional contact: Superintendent

b. External

- 1. Continuous contact: N/A
- 2. Frequent contact: Health and medical agencies and parents
- 3. Occasional contact: SDE Supervisor

B. Functions

1. Planning

- a. Plan a program of self-improvement and professional growth
- b. Develop a plan of health training for parents and students
- c. Develop a plan for health education for the parish
- d. Plan a nutrition education program
- e. Plan a personal hygiene program
- f. Prepare purchase requisitions for nursing materials for processing by the business department

2. Implementation

- a. Participate in professional growth activities
- b. Administer a plan of health training for parents and students
- c. Conduct in-service training for instructional staff
- d. Provide a nutrition education program for all students
- e. Provide a hygiene program for the students
- f. Provide emergency First Aid when needed
- g. Prepare regular reports on services provided by the nursing program
- h. Perform all other duties as required

3. Control
  - a. Maintain up-to-date health records
  - b. Monitor environmental conditions affecting the health of the students
  - c. Monitor habits and attitudes of students regarding health services
  - d. Revise aforementioned procedures when necessary under the supervision of the Superintendent

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Employee's Signature

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Date