

**Richland Parish School Board
Job Description**

TITLE: School Nurse

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: Registered Nurse in the state of Louisiana with at least 4 years of experience; School Nurse with at least 2 years of experience; certification as a School Nurse as specified by Bulletin 746

REPORTS TO: Assigned supervisor

JOB GOAL: To provide an optimal health environment for the student by detection and remediation of health problems that may hinder educational development.

TERMS OF EMPLOYMENT: 9 Month

EVALUATION: Performance Evaluation, annually

COMPENSATION: Adopted RPSB Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Keep informed of rules, trends, and developments in school nursing and regulations of local and/or state health services, laws and/or policies that may affect the well-being of students and employees.
2. Document consultations for assigned schools.
3. Ensure all students in prekindergarten, kindergarten, first, sixth, and eleventh grades are up-to-date on immunizations and records are updated in the LINKS and WebPams systems by the October 1st deadline.
4. Ensure all students' immunizations are up to date and immunization(s) due are clearly marked in WebPams system as follows: *SIIS# (expiration date)*.
5. Perform required hearing and vision screenings of students in required grades or as needed/required by schools. Notify parents of any defects after appropriate screening and refer to the proper agency.
6. Maintain office hours at school sites (unless no private office space is available).
7. Determine the need for the development of an IHP/nursing care plan on individual students referred for health services. Determine if services can safely be provided in the school setting.
8. Participate in a parish-wide effort to identify students in need of health services as follows:
 - A. Review and update all Health Information Cards in WebPams by the end of October.
 - B. Enter new students' Health Information within 30 days of receiving the Health Card.
 - C. For all Regular Education Students:
 - a. Review medical records
 - b. Review Health Information Cards on every student and perform an appropriate health assessment as needed. Make home visits as necessary.
 - c. Ensure that appropriate physician orders and parent's request for all medications and health procedures to be performed at school on students requiring health services are completed and recorded as mandated by state and parish guidelines.

- d. Formulate a health plan, ensuring schools have the most current health plan.
- D. For all Special Education Students:
 - a. Review medical records.
 - b. Evaluate and assess physical and medical needs of students requiring non-complex procedures (diapering, tube feedings, suctioning, tracheostomy care, catheterization, oxygen administration, colostomy care, blood sugar monitoring, postural drainage, and percussion.)
 - c. Ensure that appropriate physician orders and parent's request for all medications and health procedures to be performed at school on students requiring health services are completed and recorded as mandated by state and parish guidelines.
 - d. Perform a health assessment and provide a "Brief Medical History" written narrative within WebPams. Make home visits as necessary.
 - e. Make every effort to attend all IEP conference meetings of students with stated health issues and develop an IHP, ensuring schools and special education have the most current health plan. When attending an IEP is not possible and there are known health issues, make every effort to connect with the parent/guardian to ensure that the health information is up-to-date prior to the IEP/504 meetings.
- 9. Screen child search referrals, if any are received, for health services for assigned schools.
- 10. Serve as a liaison between parent, school, and community, conducting a nurse-parent or nurse-teacher conference as needed.
- 11. Serve as a health resource for school personnel and develop emergency and transportation plans to bus personnel for the students who warrant them.
- 12. Offer health counseling to students as necessary.
- 13. Maintain complete and accurate records of all school nursing activities for assigned schools using online resources/databases.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation,

sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____