

# DEXTER CONSOLIDATED SCHOOLS

## JOB DESCRIPTION

Position: SCHOOL NURSE

Supervisor: Principal(s)

**GENERAL JOB DESCRIPTION:** The Department of School Health and Nursing Service strives to strengthen the educational development of the student through good health and safety. Personnel of School Health Services are enthusiastic advocates of the prevention of illness through education in nutrition, physical fitness, drug and alcohol abuse, safety and first aid, hygiene, family living, health careers and other related topics. The Department promotes good health by working with teachers and staff to help students make responsible decisions for their own health.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities program, and time.
3. Communicate accurately and effectively.
4. Use supervision and staff development to improve the program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board policies and administrative regulations.
8. Work cooperatively with colleagues, supervisors, and administrators.
9. Plan, implement, and evaluate school health programs with staff participation including CPR and emergency first aid programs for students and employees maintain record of all individuals successfully completing the training..
10. Participate in the formulation and interpretation of policies pertaining to school health.
11. Coordinate school health services with those of town, county, and state agencies.
12. Perform the personnel functions of selecting, orientation, training, assignment, evaluation, and staff development of school nurse with the assistance of support agencies such as the PED and DOH.
13. Participate in planning health service units for new or remodeled facilities.
14. Maintain liaison and cooperate with individuals, and community agencies that provide health related or supportive services contributory to school health.
15. Maintain current manuals for school nurses with staff participation.
16. Arrange for ordering, care, and distribution of supplies and equipment for school health offices.
17. Assemble, date, and prepare reports of the school health activities for distribution to the Superintendent, PED, DOH, and voluntary agencies as appropriate.
18. Assist and help prepare the departmental budget and administer the allocated funds.
19. Coordinate the operation of the school nurses office. including:
  - a) Administration of patent or proprietary medication (over-the-counter medications) in compliance with New Mexico Statutes Annotated, New Mexico Administrative code and district policies.
  - b) Administration of prescription medications in compliance with New Mexico Administrative Code and District policies.
  - c) Administration of immunizations in conjunction with the New Mexico Department of Health and in compliance with New Mexico Administrative Code.

- d) Providing preventive health information.
- e) The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- f) Screening clinics for selected physical impairments as directed by NM Department of Health and the PED.
- g) Plan, implement and evaluate nursing care of student s with special health needs relating to the school environment.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 1. The nurse may be required to drive from building to building.
- 2. Perform other tasks as may be deemed appropriate and necessary by the supervisor(s) and/or Superintendent.

**QUALIFICATIONS:**

- 1. Valid certificate as a School Nurse established by the Public Education Department.
- 2. Current professional registered Nurse's license issued by the New Mexico Board of Nursing.
- 3. Valid New Mexico Driver's License.
- 4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**PHYSICAL REQUIREMENTS:**

School Nursing is a very demanding job. Must stand for long periods *of* time screening children, sit very little, drive from building to building, lift and carry all weights (up to 30 pounds) of equipment and children. Must climb, crawl, squat, and knell at different times in administering care to children.

**SAFETY AND HEALTH**

- 1. Knowledge of safety, food handling, communicable and contagious disease.
- 2. First aid and CPR training.
- 3. Knowledge of universal hygiene precautions.
- 4. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)

**EQUIPMENT /MATERIAL HANDLED:**

Must know how to operate or be willing to learn to operate all equipment necessary for job performance including current technology.

**WORK ENVIRONMENT:**

The work environment varies greatly in the place *of* work from solitary office work to working in school facilities with large numbers of people. School nurses are required at times to use very limited work areas. Must be able to work within various degrees *of* noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate.

**TERMS OF EMPLOYMENT:**

- 1. FLSA exempt employee.
- 2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_