

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	School Nurse
<b>EXEMPT:</b>	No
<b>SALARY LEVEL:</b>	Per Classified Policy – School Nurses
<b>LOCATION:</b>	Plymouth Community School Corp.
<b>REPORTS TO:</b>	School Principal
<b>LENGTH OF WORK:</b>	See Terms of Employment below

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Must conduct and perform all examinations and screening activities as required by law.
2. Observe and follow the guidelines established in the handbook "School Nurse Policies".
3. Maintain and update School Nurse Policies Handbook, as information becomes obsolete or outdated, in conjunction with the Administration.
4. Establish procedures for the prevention and control of communicable diseases in the School Corporation.
5. Assist with the implementation of a safe and healthy school environment in the schools.
6. Serve as liaison between the student, family and community as required.
7. Serve as a consultant to the administrators and school personnel, parents and children in regard to health needs of pupils in the school.
8. Plan and implement immunization programs as required and interpret the significance in findings to the appropriate personnel.
9. Maintain all health records and update cumulative record folders as required.
10. Identify children with specific health problems and suggest solutions to those problems as required and distribute written list to all faculty.
11. Conduct a scalp inspection on a regular basis of students who may be infectious to the rest of the student body and work with the parents and students.
12. Plan, praise and evaluate the school health program periodically and suggest needed changes.
13. Acquaint school health personnel with community health problems and strive for the prevention of disease in an environment safe for student and school personnel.
14. Be available and provide health counseling in education for students, personnel and community as needed.
15. Must maintain a positive relationship with other staff, parents, and students.

16. Provide emergency care for illness or injury occurring during school hours according to established school policy.
17. Keep the administration abreast of changes regarding health standards and provide recommendations as needed.
18. As warranted by the building administrator, the nurse may make home visits as required for communicable disease control and health purposes.
19. Be a resource person in matters pertaining to health when teachers are planning their curriculum.
20. Assist and evaluate students to determine if they are under the influence of alcohol or drugs.
21. Assist in completing all accident report forms and submit to building principal.
22. Assist in setting up adaptive PE programs with the gym teachers for students with medical conditions preventing them from full participation in gym.
23. Review field trip list and send available medical information to teacher along with first aid kit and any necessary medications needed for students.
24. Be an active participant on the Student Assistant Team.
25. Participate in case conferences for students who have medical needs or who need handicap provisions arranged.
26. Provide Universal Precautions Training for new employees and distribute glove packets to staff.
27. Participate in 504 conferences for students and assist with designing the adaptive learning plan. Distribute a copy of the adaptive learning plan to the teachers and follow-up to see that it is being carried out.
28. Be available for emergency calls when needed even though they may be in another building.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Indiana Licensed Registered Nurse. Must possess a strong academic background in health services and health education. Must be knowledgeable of the changing growth and behavioral health patterns and how such changes affect children at all age levels.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, parents, students, and the general public.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must be capable of using good judgment in crucial situations as it affects the school, community, and the students. Must be responsible and willing to initiate action necessary to complete tasks as required.

**CERTIFICATES, LILCENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear; and taste or smell. The employee frequently is required to stand and walk.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is mainly indoors other than routine errands.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

1. Hours: 7:30 a.m. to 3:30 p.m. - Monday through Friday.
2. Lunch: One-half (1/2) hour paid - must not leave building and be available for duties.
3. Length of Contract: 190 days
4. Nurse uniform required when students are present. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 5/23/01*