



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Nurse I

F.S.L.A. Non-Exempt

QUALIFICATIONS:

- Currently licensed to practice in Missouri as an LPN or RN
- CPR/AED certified
- Ability to work effectively under the direction of a Supervising RN
- Ability to work and communicate cooperatively with others
- Ability to multi-task
- Physically capable of assisting students with health care needs that may require lifting, positioning, transferring, restraining, or transporting within the school environment and during school events
- Ability to lift 40 pounds to chest height and reposition weight up to 150 pounds
- Ability to operate medical equipment necessary to perform medical procedures quickly
- Ability to treat a patient lying in a prone position.

REPORTS TO:

Building Principal, Supervising RN and Health Services Coordinator

TERMS OF EMPLOYMENT:

186 days per school term with benefits according to the Classified Agreement

Essential Performance Responsibilities:

1. Provide basic first aid care and emergency care for students and staff.
2. Assess the health status of students and ensure they have appropriate IHP's and EAP's with collaboration from parents, students, teachers, and physicians.
3. Communicate changes in student health status to the Supervising RN or Health Services Coordinator.
4. Conduct health screenings (hearing, vision, scoliosis, health assessments) and provide for follow-up.
5. Audit immunization status of all students in compliance with the Missouri Division of Health, and notify parents of deficiencies and how to comply with immunization requirements.

6. Maintain current health records of all students on the computer and complete appropriate submission of state reports to the district and the Health Services Coordinator.
7. Comply with the procedures for submitting staff injury and student accident reports.
8. Comply with the policies of the district and state laws relative to the administration of medicine to students.
9. Comply with the districts' policy regarding the reporting of communicable diseases to the local health departments.
10. Notify parents regarding their student's illness or injury, informing parents of action taken and seeking further instructions from parents.

Other Performance Responsibilities:

1. Follow mandated reporting procedures regarding child abuse and neglect.
2. Assist in coordinating the health program within the assigned school.
3. Attend workshops and in-service for continued professional growth.
4. Attend health services department meetings.
5. Serve as a health resource person for students, staff, and parents.
6. To comply with the Family Educational Rights and Privacy Act (FERPA)
7. Work collaboratively with the building administrator(s) and the district Health Services Coordinator.
8. Support the district's Wellness Policy and initiatives.