



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

---

---

**POSITION TITLE:** Nurse II

**F.S.L.A.** Exempt

### QUALIFICATIONS:

- Possession of a current Missouri RN license with
- Basic CPR/AED certification is required
- Two years of recent experience in a public nursing, medical, pediatric, or emergency room setting, or, any equivalent combination of experience and education is preferred.
- Possess manual dexterity and physical ability to lift 40 pounds to chest height occasionally, treat a patient that is lying in a prone position and to operate equipment necessary to perform all job functions, complete tasks assigned, and perform all medical procedures quickly.

**REPORTS TO:** Building Principal and Director of Student Services

**TERMS OF EMPLOYMENT:** 188 days per school term with benefits according to the Teacher Agreement

### Essential Job Functions:

1. Complies with the Family Educational Rights and Privacy Act (FERPA)
2. Helps identify and monitor children with health problems and/or special needs.
3. Serves as a liaison between home and school in all health matters.
4. Serves as a consultant to school personnel, families, and children regarding the health needs of the students, the faculty, and the school.
5. Review students' health records with district and building personnel as needed.
6. Plans for and assists in the screening and re-screening of students and to interpret any significant findings.
7. Serves as a resource to district health room supervisors and other school staff.
8. Ensures that the medical, first aid, and other related needs of each student are met in a timely and uniform manner.
9. Works collaboratively with the building administrator(s) and the district Director of Student Services.
10. Supports the district's Wellness Policy.

**OTHER JOB FUNCTIONS:**

1. Assess the health status of students and ensure they have appropriate IHP's and EAP's with collaboration from parents, students, teachers, and physicians.
2. Coordinates the health program within the assigned school.
3. Conducts health screenings (hearing, vision, scoliosis, health assessments) and provide for follow-up.
4. Audits immunization status of all students in compliance with the Missouri Division of Health, and notifies parents of deficiencies and how to comply with immunization requirements.
5. Follows mandated reporting procedures regarding child abuse and neglect.
6. Provides emergency care for students and staff.
7. Maintains current health records of all students on the computer and completes appropriate submission of state reports to the district and the Nurse Liaison.
8. Complies with the procedures for submitting staff injury and student accident reports.
9. Complies with the policies of the district and state laws relative to the administration of medicine to students.
10. Complies with the districts' policy regarding the reporting of communicable diseases to the local health departments.
11. Notifies parents regarding their student's illness or injury, informing parents of action taken and seeking further instructions from parents.
12. Attends workshops and in-service for continued professional growth.
13. Attends health services department meetings.
14. Works directly with building principal / staff in the use of human growth and development media.
15. Promote a positive working relationship between school and community health resources.
16. Assist in identification and accommodations for students with specific health problems or disabilities.
17. Assist in the determination and ordering of equipment and materials required to carry out the school health program.