

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Substitute School Nurse

Department: Health Services

Grade F Step 9
H.P.D. 6.5
D.P.Y. 196

Job Description

Date Reviewed: December 2009

Reports To: Principal/
School Nurse Supervisor

Purpose of Job

The purpose of this job is to provide optimum health care to students within the school setting.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters.

Conducts school health service, including immunization checks and administering medications, and conducting hearing and vision screenings.

Attends committee meetings and conferences regarding health service and health curriculum.

Prepares data for reports for the Nurse Supervisor.

Maintains up-to-date cumulative health records on all students.

Identifies and refers students who are in need of medical and dental care.

Observe students on a regular basis to detect health needs.

Assumes authority, for the care of a student or staff member who has suffered injury or emergency illness.

Contacts homes of children regarding health concerns when referred by principals.

Advises on modifications to meet health needs of individual students for IHPs.

Advise teachers on health matters, particularly regarding screening for student health concerns.

Participates in In-service training programs.

Identifies and refers students who are in need of medical and dental care.

Administers medication per physician orders and contacts physicians when needed.

Completes student injury reports and submits them to the Nursing Supervisor.

Provides necessary Health Education for students, families, and staff.

Writes case notes on students with medical conditions when necessary.

Adheres to confidentiality concerning privileged information.

Properly secures medications.

Adequate nursing documentation on appropriate clinic forms.

Carries out all medical procedures within the school.

Reviews medical history of students; assesses student's physical appearance pertaining to health and wellness; provides care plans on students for school records.

Adheres to Universal Precautions in all situations.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

License as a Licensed Practical Nurse (LPN) or Registered Nurse (RN). Experience in a K-12 school setting preferred but not required.

Combination of training and experience equivalent to or superior to the foregoing requirements. American Red Cross or American Heart Association CPR for Health Care Providers Certified. Knowledge of First Aid procedures. Tennessee Driver's License.

Knowledge of Job

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of School Nurse. Has thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate

and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job of School Nurse. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, utilize statistical inference and calculate medication dosages.

FORM/SPATIAL APTITUDE: Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment. Requires the ability to visually measure

medications.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to Health Services.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date