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|  | **JOB TITLE** | SCHOOL NURSE |
| **REPORTS TO** | DIRECTOR OF NURSING SERVICES/DIRECTOR OF COMMUNITY HEALTH & ENGAGEMENT |
| **SALARY SCHEDULE/GRADE** | HEALTH & WELLNESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7263 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Hold a valid license to practice as a registered nurse, issued under KRS 314.041 by the Kentucky Board of Nursing. |
| Hold a Valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Perform specialized nursing services within scope of practice relating to student health in a school setting. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Maintain current standards of nursing and adhere to the appropriate code of ethics. |
| Maintain and implement accurate student medical records including but not limited to physical examinations and immunizations as required by law, as well as flu shots. |
| Liaison with other providers when necessary to ensure accuracy of immunization records. |
| Contact families/guardians as needed (e.g. to notify of student illness/injuries). |
| Arrange for the instruction of school personnel to give emergency care including but not limited to medication delegation and training, documentation, action plans which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc, first aid and CPR administration. |
| Prepare and send informational sheets, notices and consent forms to families/guardians of pending expiration of required immunizations per Board of Education regulation. |
| Case management of students with chronic health care needs and those needing emergency action plans, which may include treatment and coverage of diabetics, seizures, asthma and severe allergic reactions, etc. |
| Administer first aid or nursing care for accidents, which may include seizures, preventive medicine and other  educational-related medical problems; provide CPR and first aide to school employees as needed. |
| Conduct a variety of health screenings including but not limited to vision, hearing, dental and substance use. Arrange for staff and volunteer training in performing screenings and follow up plans for findings. |
| Refer students to appropriate personnel, resources or clinics and follow-up as necessary. |
| Dispense and retain medication treatment and performs medical treatment in accordance with physician's instructions. |
| Maintain stock of first aid supplies; assuring medical equipment is in proper working condition; ordering supplies and  equipment as needed. |
| Perform related duties as assigned. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of policies, statutes, and regulations related to school health programs. |
| Knowledge of vision, hearing, dental, substance abuse, and other screening techniques. |
| Knowledge of state nursing policies, statutes and regulations. |
| Oral and written communication skills. |
| Interpersonal skills: patience, courtesy, and CARE. |
| Knowledge of communicable diseases. |
| Compile data and prepare and verify reports |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |