**Board Memo**

**DATE:** 5/28/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision of Assistant School Nurse Job Description

**Date/Term (Beginning and End Dates/Year)**

July 1, 2021

**APPLICABLE BOARD POLICY:**

 01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

After a standard review of the job description for the position of “Assistant School Nurse” the Student Services and Human Resources departments recommend revisions to the job description to accurately reflect job qualifications defined in the Kentucky Department of Education's guidance document outlining the role of the school nurse.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

General Funds

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “Assistant School Nurse” job description.

**CONTACT PERSON: (submitter)**

Kathy Reutman, Executive Director of Student Services; Matthew Rigg, Director of Human Resources