

**TITLE:**

**District School Nurse**

**QUALIFICATIONS:**

Any combination equivalent to graduation as a Registered Nurse and holding a bachelor's degree or making progress towards obtaining a bachelor's degree and certification as required by the Kentucky Department of Education.

**REPORTS TO:**

Assistant Superintendent/Director of Pupil Personnel and High School Principal

**PRIMARY JOB GOAL:**

To assist in the development of district policies and procedures relating to student/staff health issues; to assist in the instructional program for students in the Health Careers Program; prepare and maintain accurate district medical records.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of first aid, CPR, and nursing practices and procedures; knowledge of various health-screening practices, procedures and techniques; knowledge of quality oral and written communication skills and record-keeping techniques; interpersonal skills using tact, patience, and courtesy; knowledge of health and safety regulations and contagious diseases; ability to administer first aid and CPR. Ability to establish and maintain cooperative and effective working relationships with others; ability to maintain current knowledge of technological advances in the field; ability to complete work with many interruptions; ability to determine appropriate action with clearly defined guidelines and observe health and safety regulations; ability to communicate clearly both orally and in writing; ability to develop effective working relationships with the entire school community; ability to be flexible to adjust the daily work due to any unanticipated interruptions/changes.

**PERFORMANCE RESPONSIBILITIES:**

- Is responsible for the supervision of the district's school nursing staff and implementation of comprehensive health services training to all staff within the district.
- Is able to assist and support the Health Sciences Teacher and students as needed throughout the year.
- Conducts training for students, parents, and school staff as required.
- Provides information and makes recommendations to principals, substitutes, teachers, and parents regarding health issues of students and school health program needs; develops programs to meet school health needs..
- Conducts blood-borne pathogen training to employees and maintains records of information pertaining to the trainings, exposure incidents, and miscellaneous information.
- Conducts training for first-aid and CPR certification of employees as required;
- Maintains current knowledge of medical advances and information, public health issues, and treatment procedures.
- Maintains at all times an orderly working atmosphere and keeps the district parties fully informed of the work being done.
- Provides yearly training to all health aides and special education teachers in the district on safety, confidentiality and the Medicaid School-Based Health Services Reimbursement Program.
- Provides training for any newly hired health aides & teachers as needed.
- Approves Medicaid School Based Health Services through the ezEdMed System, or current approved state program that is used in conjunction with the job requirements or replaces the current platform.
- Meets and instructs assigned classes in the locations and at the times designated (as needed).
- Approval of Medicaid entries will be maintained in a timely manner and completed by the end of the school year.

**DRAFT LOCATOR 2.50**

- Works alongside the special education department concerning Medicaid, billing, approvals; serves as a point of contact to help answer questions and/or direct the school, families and community on Medicaid, medical services and how to best help all parties find information to better the students and district as a whole.
- Observes the Board approved "chain of command" in airing grievances and in communicating suggestions for improving school operations meaning that an employee discusses their grievance with their building Principal first, then the Superintendent if a resolution is not reached with their immediate supervisor, and then the Board of Education if a resolution is still not reached.
- Attends faculty meetings and Parent/Teacher Organization meetings, and serves on staff/district and SBDM Council committees as assigned.
- Always maintains the highest professional standards in personal conduct.
- Performs related duties and assumes other responsibilities as may be assigned by the Superintendent, the Assistant Superintendent/Director of Pupil Personnel, and the High School Principal.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
I. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:											
ACTIVITY	FREQUENCY		# OF HOURS A DAY								
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+
a. Sitting	X							X			
b. Walking		X	X								
c. Standing		X		X							
d. Bending		X	X								
e. Squatting		X	X								
f. Climbing		X	X								
g. Kneeling		X	X								
h. Twisting		X	X								
i. Lifting		X	X								

LIFTING			
_____ 0-10 lbs.	_____ 11-15 lbs.	___X___ 16-30 lbs.	_____ Over 31 lbs.

2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete 2a,2b,2c,2d,2e) <input type="checkbox"/> No		
2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2c. Simple Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2d. Power Grasping?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
e. Pushing Pulling?	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
f. Fine Manipulation:	Right Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Left Hand Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

3. (a) Does the job require worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? <u>As needed</u> (b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frequency? <u>As needed</u>
4. Does the job require use of his/her feet to operate foot controls or repetitive movement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Are there special visual or auditory requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe (i.e. working with computer terminal): Computers, monitors, medical tech such as hearing and vision screenings tests, etc...
WORK ENVIRONMENT: a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No b. Is the employee exposed to fumes or airborne particles? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: Particles from aerosoles, cleaning supplies, some medical equipment and supplies that are associated with technology, cleaning and at times the medical instructional setting.

BLOOD/FLUID EXPOSURE RISK: (check the right category)

Category I: Tasks involve exposure to blood, fluid, or tissue

Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but the job may require performing unplanned Category I tasks.

Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

**TERMS OF EMPLOYMENT:**

191 days of employment; salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Classified Personnel and Evaluation of Professional Personnel.

Date of Approval: July 10, 1995

Revised: June 10, 1999

Revised: **March 21, 2026**

I have read and understand the terms set forth in this job description.

Signature of Employee\_\_\_\_\_

Date Signed\_\_\_\_\_