

Tri-County Area School District  
Plainfield WI 54966

## JOB DESCRIPTION

JD MIS 311  
Updated: September 2009

**Position Title:** **School Nurse**

### **Qualifications:**

- Valid school nurse credentials or equivalent as legally required by the State of Wisconsin and the Department of Public Instruction.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures
- Ability to accept constructive criticism.

**Immediate Supervisor:** Building Principals

### **Position Function:**

To manage a health service program for the entire Early Childhood through 12th grade for the evaluation, improvement and protection of the health of students in accordance with state law and district policies and procedures.

### **Specific Responsibilities:**

1. Provide emergency nursing services during the school day when available.
2. Assess and make appropriate decisions as to disposition of injured in accordance with general principles, existing policies and designated registration/emergency information.
3. Conduct nursing case findings, screening and referral activities for students who have been referred by teachers, other staff, or a concerned parent.
4. Maintain emergency supplies and equipment.
5. Provide consultant services to principals and staff regarding health related concerns about individual students.
6. Conduct a program to prevent and control communicable diseases in the school.
7. Serve as a health education resource person to staff and students.
8. Review updated emergency services listed and a list of all first aide personnel in the building.
9. Develop and distribute first aid kits to classrooms.

10. Assist in identification of safety and health hazards on school sites.
11. Maintain a health record for each student.
12. Refer the pupil and his or her parent/guardian to appropriate private or community resources for necessary services.
13. Notify parents of students about illness, physical disorders, and potential health problems.
14. Update the Emergency Nursing Service Plan with respect to mandatory guidelines and specific district needs.
15. Coordinate and is responsible for screening procedures for hearing and vision.
16. Implement plan with administration to ensure compliance with school-immunization laws.
17. Review and revise health related policies on a planned basis.
18. Acts as an advocate and liaison among parent(s)/guardian(s), students, school personnel, health-care personnel and community resources.
19. Perform other duties as assigned.

**Evaluation:** Evaluation of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by building principal.