



# Mobile County PUBLIC SCHOOLS

## **Job Description Title – SCHOOL NURSE, R.N.**

**SUPERVISED BY/REPORTS TO:** Lead Nurse, Assistant Superintendent for Student Services, Principal, or his/her designee

**SUPERVISES:** Licensed Practical Nurse(s), First Aid Paraprofessionals

**FLSA Designation:** Exempt

### **JOB GOAL:**

To direct and provide health services, health education, and health information to maximize student achievement in the school system.

### **QUALIFICATIONS:**

- A. Must have and maintain a valid license from the Alabama Board of Nursing to practice as a registered nurse.
- B. Possess and maintain any other certificate required by state law.
- C. Possess a valid CPR Card.
- D. Ability to meet the suitability criteria for employment under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- E. Possess and maintain a valid Alabama driver's license and the ability to have access to appropriate and reliable transportation to meet job requirements.
- F. Must have verifiable two (2) years of nurse experience in a hospital, school, or community health setting.
- G. Knowledge of effective procedures and practice for vision, hearing, and other appropriate health screening activities and programs. (Such as immunization audits)
- H. Knowledge of current medical and pediatric nursing practices.
- I. Ability to travel between the schools throughout the school system and the Central Office.
- J. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
- K. Demonstrated proficiency in oral and written communication skills. Effective interpersonal skills, with an emphasis on communication and collaboration with a diverse variety of people and groups.
- L. Ability to work independently, with empathy, demonstrates initiative, prioritizes tasks, and performs assignments as directed with accuracy, attention to detail, and within established time frames. Ability to organize and maintain accurate records.
- M. Ability to exercise tact, courtesy, and initiative in dealing with students, parents, school

staff, and the public.

- N. Good general health, clean in attire and professional in appearance.
- O. Ability to be punctual and maintain regular attendance.

#### **PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:**

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.*

1. Administers First Aid in accordance with established first aid procedures.
2. Assists the school administration and school staff in developing school health programs.
3. Aids in the primary prevention and control of communicable diseases.
4. Supervises and trains designated personnel in the administration of medications and the operation of healthcare equipment (AESs, etc.). Instructs teachers on screening students for health problems. Provides effective in-service education on health-related topics for school system personnel.
5. Participates in planning and implementing student health plans (504, IEPs, food allergy plans, etc.)
6. May visit students' homes when necessary. Serves as the liaison between health professionals and the school system regarding the health needs of students.
7. Coordinates and implements health screenings mandated by state law (Spinal screening, vision, hearing, etc.). Demonstrates initiative in identifying potential health and emotional problems of students and/or opportunities for improvement in areas of responsibility.
8. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner. Maintains appropriate confidentiality regarding school/workplace matters.
9. Coordinates PEEHIP screenings for staff and flu vaccination clinics for students as needed.
10. Supervises designated licensed personnel in the performance of invasive procedures.
11. Speaks to PTA, parent or civic groups, and faculty groups as requested.
12. Works with community agencies to provide improved health services.
13. Assists school personnel in maintaining environmental standards in the school.
14. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel. Reports suspected child abuse, domestic violence, and neglect to the Mobile County Department of Human Resources (DHR).
15. Recommends exclusion and readmission of students in compliance with Board policy on infections and contagious diseases/conditions.
16. Serves on school's system committees, task forces, and representatives' groups as required. Participants in professional organizations and educational programs.
17. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory of health/medical items in the school clinic.
18. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
19. Demonstrates support for the school system and its vision, goals, and priorities.
20. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations. Reports absences and takes leave in accordance with Board policies and procedures.
21. Performs any other job-related duties as assigned by the Assistant Superintendent of Student Support Services, the Lead Nurse or as requested by the principal.

## **PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*While performing the duties of this job:*

- The employee may be frequently required to sit or stand for possible long periods of time.
- The employee must have physical strength, agility, dexterity, acuity, reflexes, grasping, pushing, pulling, bending, kneeling, crouching and overall mobility to perform job responsibilities. Must be able to lift 10 to 25 lbs.
- The employee must be able to hear and speak to exchange information in person, on the telephone or office intercom.

## **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Usually works in an office environment with varying levels of noise during the day. Sometimes works in a classroom or other area of the school.
- Faces constant interruptions.
- Must be able to multi-task. Must be able to work under pressure and able to prioritize tasks and triage medical situations.
- May be exposed to bloodborne pathogens.

## **EVALUATION**

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

## **TERMS OF EMPLOYMENT**

9-months (187 days) 8 hours per day usually Monday through Friday. Daily work and location schedule will be determined by the Assistant Superintendent of Student Services or his/her designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

## **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.