

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

School Nurse Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional

PAY GRADE: Grade 35

CONTRACT TYPE: 184 Day

FSLA: Registered Nurse (RN): Exempt & Licensed Practical Nurse (LPN): Non-Exempt

IMMEDIATE SUPERVISOR: School Nurse Coordinator and/or Director of Pupil Services, with day-to-day supervision by the Building Principal

GENERAL DEFINITION AND CONDITIONS OF WORK

The School Nurse promotes and protects the health, safety, and well-being of students and staff by providing nursing services, health assessments, emergency care, health education, and care coordination within the school setting. The School Nurse supports student achievement by identifying and addressing health-related barriers to learning, maintaining health records, collaborating with families and healthcare providers, and ensuring compliance with applicable federal, state, and local laws, regulations, and School Board policies.

Registered Nurses (RNs) provide professional nursing assessment, planning, care coordination, delegation, supervision, and health program management. Licensed Practical Nurses (LPNs) provide nursing care and health services under the direction of a Registered Nurse and within the scope of practice established by the Virginia Board of Nursing.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

Responsibilities Applicable to All School Nurses

- Provides direct nursing care, first aid, emergency response, and health services to students and staff.
- Assesses and responds appropriately to illness, injury, and medical emergencies occurring during the school day and school-sponsored activities.
- Administers medications and treatments in accordance with physician orders, nursing standards, School Board policies, and applicable laws and regulations.
- Maintains school health clinics in a safe, organized, sanitary, and professional manner.

- Maintains accurate, complete, and confidential student health records and documentation utilizing division-approved electronic systems, including PowerSchool and other assigned software.
- Conducts required health screenings and follows established procedures for referrals and follow-up.
- Reviews student health information, emergency care forms, physician orders, and other medical documentation.
- Implements approved Individual Health Care Plans (IHPs), Emergency Care Plans (ECPs), and other health-related accommodations as assigned.
- Communicates effectively with students, families, staff, healthcare providers, and community agencies regarding student health concerns.
- Participates in multidisciplinary teams, including Section 504, Individualized Education Program (IEP), eligibility, attendance, and student support meetings as appropriate.
- Reports suspected child abuse, neglect, or endangerment in accordance with state law and School Board policy.
- Maintains current licensure, certifications, and required professional development.
- Models' professionalism, ethical conduct, nondiscriminatory practices, and positive relationships with students, families, and staff.
- Complies with all applicable federal and state laws, School Board policies, administrative regulations, and nursing practice standards.
- Performs other duties as assigned consistent with the scope and responsibility of the position.

Additional Responsibilities for Registered Nurses (RN)

- Performs comprehensive nursing assessments and clinical evaluations of student health needs.
- Develops, reviews, updates, and monitors Individual Health Care Plans (IHPs), Emergency Care Plans (ECPs), and nursing care protocols.
- Serves as a clinical resource to school staff, administrators, students, and families regarding health-related concerns.
- Delegates and supervises nursing services in accordance with the Virginia Nurse Practice Act and Virginia Board of Nursing regulations.
- Provides clinical guidance and support to Licensed Practical Nurses and other authorized personnel.
- Coordinates health services with physicians, healthcare providers, hospitals, public health agencies, and community organizations.
- Interprets medical information and participates in eligibility, Section 504, IEP, and student support processes.
- Assists with the development, implementation, and evaluation of division-wide health services and nursing practices.
- Provides health-related training and professional development to school personnel as assigned.
- Reviews health records and nursing documentation to ensure compliance with legal, regulatory, and division requirements.

Additional Responsibilities for Licensed Practical Nurses (LPN)

- Provides nursing care under the direction and supervision of a Registered Nurse and within the scope of practice established by the Virginia Board of Nursing.
- Observes, documents, and reports student health concerns, changes in condition, and treatment outcomes to the supervising Registered Nurse.
- Assists with maintaining student health records and required nursing documentation.
- Implements nursing interventions and care plans as directed by the supervising Registered Nurse.
- Consults with the supervising Registered Nurse regarding student health concerns, care plans, and nursing interventions.
- Assists with health screenings, referrals, follow-up activities, and other health-related programs.
- Maintains communication with parents, school personnel, and healthcare providers regarding routine nursing services as directed.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of professional nursing principles, practices, procedures, and standards applicable to the school setting. Knowledge of applicable federal and state laws, regulations, school health requirements, confidentiality standards, and student support processes. Ability to assess, prioritize, and respond appropriately to routine health concerns and emergency situations. Ability to maintain accurate and confidential records, documentation, and reports. Strong interpersonal, communication, organizational, and problem-solving skills are required to effectively collaborate with students, families, staff, healthcare providers, and community agencies. Ability to exercise sound professional judgment, maintain confidentiality, work independently, and function as an effective member of a multidisciplinary team. Proficiency in the use of computers, electronic health records, student information systems, and other technology required to perform assigned duties. Ability to manage multiple priorities, adapt to changing situations, and maintain composure in a fast-paced educational environment.

EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, AND REGISTRATIONS

Candidates must be graduates of an accredited nursing program appropriate to their licensure and possess a current, unrestricted Virginia Registered Nurse (RN) or Licensed Practical Nurse (LPN) license issued by the Virginia Board of Nursing. Experience in pediatric, public health, community health, emergency care, or school nursing is preferred. All School Nurses must maintain current Basic Life Support (BLS) or Cardiopulmonary Resuscitation (CPR) certification through the American Heart Association, American Red Cross, or another approved provider and maintain all licenses, certifications, registrations, and professional credentials required by the Virginia Board of Nursing, the Virginia Department of Education, and Warren County Public Schools throughout employment. Employees are responsible for completing all required training, certifications, and professional development associated with the position. An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered when permitted by applicable licensing requirements.

SPECIAL REQUIREMENTS

The employee must demonstrate professionalism, integrity, ethical conduct, and sound judgment in all interactions with students, families, staff, and community members and serve as a positive

role model both within and outside the school environment. The employee must be able to work effectively with students who have diverse educational, medical, behavioral, and developmental needs while maintaining strict confidentiality of student and employee information. The employee must be capable of exercising independent clinical judgment within the scope of licensure and responding appropriately to medical emergencies and student health needs.

The employee must be able to travel between schools and other division-related locations as necessary to perform assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements. Employees transporting students must successfully complete and maintain all required driver screenings, approvals, and compliance requirements, including but not limited to Motor Vehicle Record (MVR) reviews and any division-required training or documentation.

PHYSICAL DEMANDS/REQUIREMENTS

The physical demands described herein are representative of those that must be met to successfully perform the essential functions of this position. Work is performed in school clinics, classrooms, offices, cafeterias, gymnasiums, playgrounds, buses, athletic facilities, and other school-related settings. The employee must be able to frequently walk, stand, sit, bend, stoop, kneel, reach, crouch, and move throughout school buildings and grounds.

The employee must frequently lift, carry, push, or pull items weighing up to 25 pounds and occasionally assist with moving, transferring, supporting, or positioning students, equipment, or materials weighing up to 50 pounds, with or without reasonable accommodation. The position requires the ability to respond to medical emergencies; administer medications, treatments, and first aid; perform CPR; and safely operate medical equipment and supplies.

Visual acuity sufficient to review health records, medication labels, computer screens, and written documentation is required. Hearing and speaking abilities sufficient to communicate effectively and respond appropriately during routine and emergency situations are essential. The employee may be exposed to bloodborne pathogens, bodily fluids, communicable diseases, and other health-related hazards and must follow established safety protocols and universal precautions.

EVALUATION

Performance will be evaluated by the School Administrator(s) in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.