



JONESVILLE COMMUNITY SCHOOLS

Erik Weatherwax, Superintendent

115 East Street

Jonesville, MI 49250

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JOB POSTING

DATE: February 23, 2024

POSITION: District Health Coordinator/Nurse

LOCATION: Jonesville Community Schools

QUALIFICATIONS:

- Must hold a licensed RN from the State of Michigan
- School nurse certification preferred
- Ability to communicate and work effectively with students and parents
- Knowledge and implementation of relevant technology
- Ability to work as a team member with any combination of staff

RESPONSIBILITIES (other duties may be assigned):

- Obtain students' health history; provide health assessments and on-going counseling with students, parents, school personnel or health agencies
- Evaluate acute health concerns and injuries
- Administer scheduled and as needed medications monitoring for effectiveness and side effects
- Monitor medication administration in all buildings
- Perform health screenings: hearing, vision, blood pressure, blood sugar, other
- Maintain, evaluate, and interpret health data to accommodate individual student needs
- Develop systems and procedures to provide emergency nursing service for injuries and illnesses
- Coordinate, facilitate, and provide training and drills for Comet Response Teams
- Monitor and report immunizations per Michigan law
- Monitor and report weekly communicable diseases
- Assess, identify, monitor, and provide referrals for health needs of students
- Maintain current cumulative health records for all students
- Serve as a liaison between school, home, healthcare providers, and the community
- Administer first aid and emergency procedures in accordance with established procedures and evidence-based practice
- Maintain policy and procedure manual for Health Office utilizing evidence-based practice and compliance with Michigan law
- Collaborate with teachers, students, and parents in the appropriate placement of students
- Collaborate with counseling, speech-language, PT/OT, social work, and other student support staff
- Implement policy on exclusion/readmission of students in conjunction with infectious and contagious diseases
- Cooperate with community organizations in coordinating services with those provided in the school
- Coordinate and supervise the training of health room assistants/substitutes in screening techniques, first aid, and clerical responsibilities
- Serve as a resource person in matters pertaining to health curriculum planning
- Identify and review new practice guidelines, policies and documents
- Set up and maintain clinic room and supplies
- Work with students/parents/guardians to update or develop individual health care plans (IHPs) and emergency care plans (ECPs)

- Attend and provide input as appropriate at IEP and 504 plan meetings
- Train school staff as appropriate regarding health and emergency care plans
- Obtain necessary provider information and forms for medications and health procedures to be administered in school
- Train other school staff as appropriate regarding medications and procedures to be administered in school
- Communicate with staff and parents/guardians regarding role of school nurse
- Provide training to school staff and others: Universal precautions, CPR, First aid, Glucagon administration for severe hypoglycemia, Epinephrine administration for anaphylaxis, Seizure first aid
- Work with parents/guardians, school staff, and community health care providers to identify and follow up with students needing required immunizations
- Advocate for student needs
- Supervise and delegate appropriate health related activities to support staff as needed and appropriate
- Provide CPR and First Aid lessons to high school Health Ed classes, JCS staff, GSRP staff, and coaches.
- Monitor absenteeism and follow up with parents/guardians
- Coordinate flu vaccine administration for staff
- Send health messages to staff/parents on appropriate topics
- Monitor and submit weekly communicable disease reports
- Provide state mandate HIV training for grades 4 & 5
- Provide classroom education on appropriate topics: Puberty ed, Dental health, Cold/flu prevention, Handwashing, CPR, First aid, Other health issues as needed
- Coordinate appropriate accommodations for field trips for students with health concerns
- Generate budget requests for health supplies needed at school
- Coordinate transitions between buildings for students with health concerns
- Coordinate and facilitate School Health Council
- Coordinate and administer AED program
- Provide weekly health lessons for GSRP
- Coordinate and facilitate staff wellness activities
- Coordinate annual Kids Heart Challenge
- Coordinate Mileage Club
- Serve on Sex Ed Advisory Team
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START DATE: As soon as filled

APPLICATION DEADLINE: March 1, 2024

APPLICATION TO: Letter of interest, resume, and/or credentials
 Erik Weatherwax, Superintendent
 Jonesville Community Schools
 115 East Street
 Jonesville, MI 49250
 517-849-9075 eweatherwax@jonesvilleschools.org

For additional district info, visit jonesvilleschools.org

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