SCHOOL NURSE (REGISTERED NURSE) – JOB DESCRIPTION
FLSA: Full-Time (Exempt/Salaried)
Classification: Non-Certified Professional, Non-Instructional
Calendar: 180 Day (10 Month) – Click Here for Calendars
Pay Frequency: Monthly
PTO (Base): Vacation: 3, Sick: 10 – Refer to Policy 5.310
Reports to: Coordinated School Health Supervisor

JOB SUMMARY

The School Nurse/Registered Nurse (RN) is responsible for planning, implementing, coordinating, and evaluating school health services that, maximize the quantity of in-class time by reducing the incidence of health related absenteeism, eliminate or minimize health problems which impair learning, and promote the highest degree of independent functioning possible. The School Nurse/RN also identifies the health care needs of a specific student population and availability of health services/resources, plans and implements services to meet those health care needs, assesses and evaluates the effectiveness of services and health care plans, and collaborates with a wide variety of school system and professional disciplines to enhance the educational process and promote an optimal level of wellness for students, families and staff.

ESSENTIAL FUNCTIONS

School Health Services Manager

In this role the School Nurse addresses system wide health service issues that affect the entire school population. The School Nurse follows Greeneville City School System's school health policy and procedures.

- The School Nurse/RN is a professional licensed registered nurse meeting the licensing requirements of the Tennessee Department of Health. As part of the school education team, School Nurses manage the school health services in collaboration with their supervising personnel, Principal, and Director of Schools. The registered nurse (RN) is the professional nurse in school setting who may independently, within the scope, triage, assess students, interpret clinical student data, develop nursing care plans, and make decisions regarding student nursing care.
- Assures that School Health services and activities are appropriately documented according to professional school nurse standards.
- Serves as the health care consultant for school personnel, students and their parents/families.
- Provides professional health leadership to administrators and school staff.
- Develops training for, trains, and monitors staff that provide health services, including delegated procedures, the administration of medication to students and other health related mandated activities.
- Directs, monitors and evaluates aides, assistants, volunteers, LPN's, unlicensed and/or licensed personnel assigned to the school health program.
- Coordinates and participates in the establishment, review and implementation of school health services, policies, and procedures.
- Implements communicable disease control in the school, including monitoring, surveillance and participating in disease prevention and outbreak management within the school.
- Participates in development of the school's emergency health and crises plans.

Case Manager and Direct Care Provider for Students with Special Health Care Needs and those Requiring Health Services

In this role the School Nurse addresses the health needs of individual students or small groups of students through,

- Development of emergency action plans for students at risk of medical crises at school or during a school function.
- Development of and monitoring of individual health care plans (IHPs) for students who need invasive procedures performed during the school day, as well as for students who may require adaptation of the health-related learning environment or classroom schedule.
- Provision of case management and active collaboration with staff, students and families to promote self-management and optimal care during school hours.
- Provision of training for staff regarding chronic illnesses experienced by students at school.
- Functioning as a health resource for chronically ill students and their families.
- Provision of consultation to members of the committees who develop Individualized Education Plans (IEP) or other multidisciplinary team on health related concerns.
- Provision of consultation and recommendations in the planning and development of health accommodation plans for Section 504 eligible students.
- Determination of tasks that may be appropriately delegated to licensed or unlicensed persons, on a student by student basis, and the provision of training for these people for these tasks.
- Ongoing supervision and evaluation of delegated staff to assure the safe and effective performance of delegated tasks.
- Provision of periodic health appraisals of students with identified or suspected health problems.

Collaborator/Advocator

In this role the School Nurse works with employees of the school system, community providers/ resources and student's families.

- Serves as interpreter of health mandates, recommendations and trends to school personnel through written materials, meetings, etc.
- Collaborates with other student service personnel to prevent health problems form becoming reasons for educational failure.
- Functions as the liaison between the school and local health service agencies/providers and community resources.
- Supports the development and on-going functioning of the Healthy School Teams, the Staff Coordinating Council, and the School Health Advisory Committee.

Educator for School and Community Concerns

In this role the School Nurse serves as a health education partner within the school system to provide individual and group services such as,

- Participating with other school personnel in developing workshops for Instructional Assistants and other staff on health-related topics.
- Conducting in-service training for school personnel on health issues.
- Providing classroom heath instruction/serving as a resource to increase the existing teaching staff's capacity to achieve the school's health education goals.
- Participating in the development and implementation of health promotion activities.

Counselor for Health Concerns of Students and their Families and the Staff

As a health counselor in the school system the school nurse assures,

- Provision of health counseling for students and their families to maximize classroom participation.
- Promotion of health through education and counseling
- Interpretation of student's health needs to school personnel and facilitation of understanding of and adjusting to changes and limitations.

MARGINAL JOB FUNCTIONS

- ✓ Other duties as assigned within the scope of the Tennessee Nurse Practice act.

- ✓ Worthy of trust; reliable.
- ✓ Willingness to work with others to achieve organizational goals.
- ✓ Faithfulness to obligations and responsibilities; adherence to solutions, positions, and decisions of the organization.
- ✓ The general ability to make sound decisions within the broad confines of policy and acceptable practices.
- ✓ Perform other duties as assigned by the Coordinated School Health Supervisor or Principal.
  - ✓ Demonstrate personal characteristics expected of all Greeneville City Schools employees.
  - ✓ Demonstrate English proficiency in oral and written English.
  - ✓ Complete Employment Intention Form annually.
  - ✓ Complete required annual and safety training via the designated Training Management System each school year by the established due date.
  - ✓ Routinely review your Greeneville City Schools system email.
  - ✓ Display your ID badge in a visible location at all times when providing services for Greeneville City Schools.
  - ✓ Enter absence information timely via the designated Leave Management System.
  - ✓ Non-certified hourly employees are required to clock in/out daily via the designated Time Keeping System to accurately record time worked.
  - ✓ Meet the necessary health and physical qualifications.
  - ✓ Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

EDUCATION/EXPERIENCE REQUIREMENTS

- Current valid unrestricted Tennessee RN Licensure required.
- CPR—BLS by American Heart Certification required prior to start date.
- BSN or Registered Nurse with a Bachelor's degree in a related discipline preferred.
- Minimum of one (1) year experience in public health nursing, community health nursing, school health nursing, or pediatric nursing preferred.

EQUIPMENT/TOOLS

Computer, copy machine, facsimile, medicine, Microsoft Office, nursing equipment, telephone

PHYSICAL ACTIVITIES/WORKING CONDITIONS

Heavy (lift over 60 lbs.), Occasional (over 15% and up to 40% of the time). Working indoors in environmentally controlled conditions. Other physical demands that may be required are as follows,

- Pushing
- Pulling
- Stooping
- Reaching.

PHYSICAL EXAMINATION REQUIRED

Pre-Employment, Drug Test

TRAINING REQUIREMENTS

Alcohol/Drug Screening Guidelines, Automated External Defibrillators (AED)/HeartStart AED Demonstration, Basic Life Support (BSL), Bloodborne Pathogen Exposure Prevention, Concussion Awareness, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, First Aid/CPR/AED, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Technology Responsible Use Policy, Youth Suicide

Greeneville City Schools reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains “at-will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.