

TITLE: System-Wide School Nurse

QUALIFICATIONS:

1. Must hold valid Alabama Nursing License
2. Possess and maintain a Current CPR certification
3. Demonstrated effective written and verbal communication skills
4. Must meet background clearance requirements as specified by ALSDE

REPORTS TO: Assigned Administrator

JOB GOAL: To provide health education and maintain a climate of health and well-being in the schools.

JOB DUTIES:

1. Schedule and/or conduct screenings and assessments of students to detect problems. Document and refer students with deficiencies in accordance with departmental regulations. (Examples vision, hearing, scoliosis)
2. Establish and maintain contact with community agencies and clinics responsible for providing health care for students. Stay familiar with their policies and procedures.
3. Schedule and conduct home visits when appropriate.
4. Participate in school in-service training programs as requested.
5. Assist in carrying out policies and procedures for control of communicable diseases. Furnishes information to school officials and parents.
6. Be available to all schools as a resource for health-related issues.
7. Assist in training teachers, parents, and the community at large on the hazards of substance abuse.
8. Collaborate efforts with local school personnel, local and state agencies in the intervention and prevention of drug abuse in grades K-12.
9. Conduct and schedule health screenings for pre-school special education referrals.
10. Conduct health screenings for all special education referrals.
11. Investigate individual health problems of all students. Consults with appropriate agencies for treatment. Follows-up and submits any required reports.
12. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
13. Maintain proper certifications, licensure, and continuing education through state and/or national associations.
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month: _____ days 10-Month: _____ days 12-Month

FLSA STATUS: LPN-Non-Exempt RN - Exempt

EXPECTED WORK DAY: 8 Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

Board Approved:08/15/2023