



Steve Sallee
Superintendent

SOUTHLAND SCHOOL DISTRICT #500

203 2nd Street N.W. ~ P.O. Box 351 ~ Adams, Minnesota 55909

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TITLE: School Nurse

CLASSIFICATION: Classified

QUALIFICATIONS: Licensure as public school nurse

REPORTS TO: Building principal

JOB GOAL: The School Nurse provides the fullest possible educational opportunity for each district student by minimizing absence due to illness and creating a climate of health and well-being in the district schools.

PERFORMANCE RESPONSIBILITIES:

1. Manages pre-school health and developmental screenings and immunization programs, inclusive of referral and follow-up with health concerns. i.e. vision and hearing, scoliosis screening.
2. Refers students, as needs are recognized, for further diagnostic study by specialists in areas of medicine, nursing, and social work. Evaluates health status of students when requested by a building. Interprets medical information to school personnel as necessary to assist them in understanding children's needs as related to academic pursuit.
3. Supervises maintenance of cumulative Student Health Information files. Informs school personnel of deviations that may affect learning.
4. Reports all student emergencies when requested by any school administrator.
5. Monitors unstable health conditions as necessary, i.e. asthma, seizure disorders, diabetes, etc.
6. Monitors immunization records for students enrolled in the elementary and middle schools.
7. Maintains electronic records of care given via health record or daily log.

8. Provides health guidance and instructions to parents, students, and school personnel when appropriate.
9. Participates with regional, state, and local health agencies to promote wellness.
10. Assists with health policy/procedure and curriculum development.
11. Provides limited home visits.
12. Employee is responsible to be knowledgeable about all district policy.
13. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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