



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: School Nurse

Qualifications:

- WV Professional Student Support Certificate with endorsements for School Nurse PK-12
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

JOB GOALS: To implement approved total health program at the local school level and collaborate with principals and teachers in providing health education for students and in-service programs for personnel.

REPORTS TO: Director of Special Services

SUPERVISES: Personnel performing specialized health procedures.

PERFORMANCE RESPONSIBILITIES:

- 1) Plans for school health services at the local school level to meet the particular health needs of students in that school.
- 2) Delivers school health services at the local level.
- 3) Collaborates with principals and teachers to provide health education and in-service programs at the local level.
- 4) Utilizes community health care resources in providing school health services for assigned schools.
- 5) Complies with health and screening regulations as mandated by West Virginia State law, West Virginia Department of Education regulations and county policies.
- 6) Documents health information for appropriate school personnel and health care agencies.
- 7) Provides statistical health information for the school health office.
- 8) Implements a follow-up program to assure correction of remedial health problems.
- 9) Assists in modification of the educational program for exceptional children.
- 10) Assess immunization status of students entering a West Virginia school for the first time and provide information for a report to the West Virginia State Health Department
- 11) Immunization Control Division and other appropriate agencies.

- 12) Identifies and reports students at high risk for health problems.
- 13) Completes health appraisals on all students referred by Office of Exceptional Students, parents, and teachers.
- 14) Attends IEP/504/SAT meetings and writes health components of the Individualized Education Program for students at their assigned schools.
- 15) Designates personnel to perform specialized health procedures on identified students.
- 16) Trains and supervises designated personnel in performance of specialized health procedures.
- 17) Provides for emergency care and first aid to injured and ill students and school personnel; maintains and replenishes health supplies.
- 18) Provides instruction in CPR and First Aid for selected personnel.
- 19) Counsels with students and parents, confers with teachers and other school personnel to share and interpret student health problems.
- 20) Follows up on all abnormalities found, assists parents by referring to appropriate health care providers.
- 21) Controls communicable diseases by observing signs and symptoms and providing follow up measures. Tuberculin testing of all school personnel biannually and monitors tuberculin tests for students transferring from out of state.
- 22) Records all health information for Health Services file and on permanent record cards; compiles health statistics for monthly and annual reports.
- 23) Coordinates and assists in special medical services and clinics approved by the Office of Health Services.
- 24) Follows up on all injury reports of students submitted by principals.
- 25) Provides pre-enrollment screening for kindergarten students.
- 26) Completes Medicaid billing forms on eligible students when appropriate.
- 27) Investigates all requests from physicians for medical homebound placements and completes applications for approval.
- 28) Re-evaluates students on medical homebound placements each quarter.
- 29) Utilizes self-appraisal for the improvement of administrative skills.
- 30) Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- 31) Performs other assignments related to the job as assigned by supervisor.

SUPPORT RELATIONSHIPS: Works cooperatively with all stakeholders in planning and delivery of school health programs.

EVALUATION: Performance evaluation in accordance to WVDE policy 5310.