

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SCHOOL BOARD NURSE

QUALIFICATIONS

- Current, unrestricted professional licensure as a Registered Nurse by the State of Florida.
- Certified in CPR or BLS; willingness to become certified as a CPR/First Aid Instructor.
- Associate's Degree in Nursing with two (2) years' experience in public/community health nursing, school health nursing, or mental health nursing OR Bachelor's Degree in Nursing preferred.
- Current Florida Driver's License and/or has access to reliable transportation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications and medical technology as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to maintain confidentiality.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Ability to identify abnormal growth and development and symptoms of disease.
- Knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies.
- Ability to coordinate and facilitate team-based health care between the school, local health agency, and other community resources with shared goals, clear roles, mutual trust, effective communication, and measurable processes and outcomes.
- Ability to develop positive working relationships.

SUPERVISION

REPORTS TO Executive Director of Exceptional Student Support Services or Designee
SUPERVISES No Supervisory Duties

POSITION GOAL

To enhance the educational process by maximizing the health and well-being physically, intellectually, socially, and emotionally of school-aged children and adolescents enrolled in Seminole County Public Schools.

PERFORMANCE RESPONSIBILITIES

1. *Serve as a resource person on health issues.
2. *Serve as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development team designed to promote student health and well-being.
3. *Monitor compliance of school health program with federal, state, and local laws, regulations, and policies.
4. *Utilize the nursing process in response to referrals from schools to initiate a plan of action for resolving health problems.
5. *Utilize and promote optimal communication between the family, school, physician, and/or community agencies.
6. *Consult with students, school staff, parents, and physicians concerning student health problems and their solutions upon referral from school.
7. *Participate as the health specialist on the child education evaluation team to help with development of an individualized educational plan (I.E.P.) when there are identified health issues.
8. *Utilize the nursing process to develop Individualized Health Care Plan and emergency action plan for students with identified health issues.
9. *Collaborate with community health agencies concerning health issues.
10. *Participate in educational programs designed to increase knowledge and enhance the quality of nursing care as directed by the Executive Director of ESSS or Designee.
11. *Provide health screenings and follow-up evaluations on students as required.
12. *Provide first aid care and medically prescribed services.
13. *Develop procedures and provide for crisis intervention for acute illness, injury, and emotional disturbances.
14. *Participate as a member of multi-disciplinary committees, when requested by the Executive Director of ESSS and/or Designee.

SCHOOL BOARD NURSE, Page 2

15. *Manage, independently, all materials, paperwork, and equipment required for completion of medical tasks.
 16. *Collaborate with individual school administrators on implementing school health services program.
 17. *Promote and assist in the control of communicable diseases through preventive immunization programs, early detection, surveillance, and reporting of contagious diseases.
 18. *Monitor immunization compliance, record health findings, and other relevant health data.
 19. *Audit medication administration records and report results to school principal.
 20. *Collect and report monthly statistical data to Department of Health and Executive Director of ESSS/Designee.
 21. *Communicate, educate, and/or instruct school staff regarding information and interventions as outlined in individual health care plans.
 22. *Orient, provide training, and document skills of school personnel providing health services to students.
 23. *Participate in home visits to assess the family's needs as related to the child's health.
 24. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services or Designee.
- *Denotes essential job function/ADA*

NOTE: A nurse with an ARNP degree may perform duties as permitted by licensure under the general supervision of a physician/practitioner.

EQUIPMENT / MATERIALS

Vehicle, Computer, Medical Equipment

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Bending	Lowering the body forward from the waist.
Reaching	Extending hand(s) and arm(s) in any direction.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

T - BA \$40,000 - 69,500
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 35.0
Annual Hours 1372.0

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	50
Function	6130
Job Code	1161
Survey Code	61321

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

July 23, 2019
January 10, 1995
November 13, 2001

ADA Information Provided by Michelle Walsh
Position Description Prepared by Michelle Walsh

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.