

JOB DESCRIPTION

Cristo Rey Kansas City

Job Title: School Nurse	
Department: Nurse	Reports to: Principal
Revision Date: 01/19/2021	FLSA exemption: exempt
Work Schedule per week: 10 month Faculty Schedule; Five Days Per Week 7am to 4pm minimum	

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Summary

School Nurse is responsible for providing health and emergency care to students, and when necessary, staff. Nurse will promote wellness and serve as a resource for health concerns in the school setting in a manner consistent with professional standards, state regulations and school policies.

Essential Job Functions

- Implements a comprehensive student health program.
- Assesses and evaluates the health and developmental status of students for the purpose of identifying physical disorders and other factors affecting the learning process; communicating with the primary care provider; and contributing significant information in order to modify the student's individualized educational health plan.
- Conducts health screenings, as required by law; i.e., hearing, vision, scoliosis, height, weight.
- Interprets student health assessment information for students, parents/guardians, and school staff, as appropriate.
- Provides care for student and staff illness and accidents.
- Maintains student health records.
- Complies with public health authority mandates regarding communicable disease management and reporting.
- Complies with state and federal law regarding reporting of suspected child abuse.
- Facilitates the delivery of student medication at school, per appropriate licensed health care provider orders, in compliance with District regulation and procedures.
- Consults with parents/guardians, school staff, and community resources regarding student health needs.
- Monitors the school environment and promotes health and safety.
- Manages the school health office, including budgeting and supplies.
- Serves as resource person to the school regarding health issues.
- Participates in meetings, seminars, and conferences, and serves on committees, as appropriate.
- Participates in other job-related duties and activities, as assigned.

Knowledge & Abilities

- Comply with and implement related federal and state laws and School policies, regulations, and procedures as related to health services.
- Maintain confidentiality.

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- Communicate effectively both written and orally.
- Ability to multitask, assess situations and respond quickly
- Utilize a computer in health-related searches, e-mail communication, data collection and health record, medication, and specialized procedure documentation.
- Demonstrate general knowledge in the fundamental principles, trends, and research in the field of school nursing.
- Work cooperatively with students, parents/guardians, peers, administration, and community members.
- Maintain and improve professional competence.

Education & Experience

- Bachelor’s degree in nursing
- Current Missouri license as RN
- Current certification in CPR/AED
- Prefer two-three years’ experience in school nursing, pediatrics and/or community or public health nursing
- Prefer bilingual (English / Spanish)

Physical Demands

N – Never R - Rare (Less than 5%) O – Occasional (5% to 30%) F – Frequent (30% to 65%) C – Constant (More than 65%)

Activity	Frequency				
	N	R	O	F	C
Bending/Stooping				x	
Climbing			x		
Crawling	x				
Keyboarding					x
Kneeling/Squatting			x		
Lifting/Carrying					
Less than 10 lbs				x	
10 lbs max				x	
20 lbs max			x		
25 lbs max		x			
30 lbs max	x				
50 lbs max	x				
More than 50 lbs	x				
Pushing/Pulling			x		
Reaching				x	
Sitting					x
Standing			x		
Turning/Twisting				x	
Walking				x	