

Revised 3/17/22

School Nurse Position Description – RN

This position is funded by the Arizona School Nurse Access Program and will be supported through training and mentoring provided by the Arizona Foundation for the Future of Nursing. This position serves the school for which the position is awarded and will participate in training, data collection and other requirements of the Program.

- The school nurse serves: (List all school[s] served)
- Salary Placement: (Link to salary document)
- Term: (Link to school district calendar)

Purpose Statement:

The school nurse is responsible for creating a climate of health and well-being within the school community. School nurses provide routine and emergency health services based upon a student's need.

This professional school nursing position is responsible for planning, implementing, coordinating, and evaluating school health services that:

- Maximize the quantity of in-class time by reducing the incidence of health-related absenteeism
- Eliminate or minimize health problems which impair learning
- Promote the highest degree of independent functioning possible
- Promote student, staff, and community awareness of and participation in healthy behaviors
- Deliver health care for students with acute or chronic health problems.

Essential Job Functions:

- Supervise and administer health screenings and write referrals for health services.
- Develop and monitor health plans for students including individualized school health plans, emergency health plans and transportation health care plans.
- Audit health records for immunization status of all students and notifies parents of deficiencies and recommend immunizations.
- Serve as a health resource person for students, staff, and parents.
- Provide emergency health care for students and staff.
- Maintain health records of all students.
- Contact parents, or visit homes when necessary.
- Comply with the policies of the school, district, and state laws relative to the administration of medicine to students.
- Function as a key member of the team involved in educational referrals and participate on behavioral health, crisis and safety teams as needed.
- Prepare and/or distribute health and safety information to students, staff and parents as needed.
- Work with parents, health care providers and others for the improvement of health services available to students.
- Assist in conducting research activities to improve the school health program.

- Alert school administrators to community health trends and problems.
- Establish and maintain effective working relations with co-workers, vendors, students, parents, the public and others having business with the school/school district.
- Operate a personal computer utilizing a variety of software applications.

- Make independent and timely nursing decisions and triage.
- Collect data to direct evidence-based practice.
- Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations, and medical interventions.
- Perform other duties as assigned.

Qualifications:

Education, Licensure, Experience, Clearances and Certification:

- Baccalaureate-prepared registered nurse with a valid Arizona State Board of Nursing License in good standing (Preferred)
- Current CPR certification
- Current Arizona Fingerprint Clearance Card
- Maintain Arizona driver's license

ADA and Other Requirements:

Positions of this type typically require: ability to lift and carry supplies and materials weighing up to 20 pounds, stooping, kneeling, walking, pushing, reaching, lifting, repetitive motions.