

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Nurse	Reports to: Coordinated School Health Director
Job Class Code: 7263,1070	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems; provide CPR and first aid to school employees as needed.
- Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.
- Refer students to appropriate personnel, resources or clinics and follow-up as necessary.
- Maintain health records and medical logs; update immunization and student records as needed; prepare and submit periodical medical reports for appropriate organizations or District personnel and assure compliance with established laws and regulations.
- Dispense and retain medication and perform medical treatment in accordance with physician's instructions within District guidelines.
- Communicate with various community health agencies and civic organization to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids and clothing as needed.
- Conduct training for students, parents and school staff as required.
- Provide information and make recommendations to principals, substitutes, teachers and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.
- Make home visits as required; authorize re-admission to school.
- Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
- Participate in screening for health defects and sanitary conditions in schools.
- Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to graduation as a Licensed Practical Nurse or Registered Nurse.
Certification/Licensure: CPR, First Aid, nursing licensure in state of KY
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.