



WESLEY INTERNATIONAL ACADEMY

JOB DESCRIPTION

INTERNATIONAL BACCALAUREATE • SINGLE GENDER • MANDARIN/CHINESE

JOB TITLE	School Nurse	REPORTS TO	Director of School Services
CALENDAR	10-Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	08/14/2017

Purpose Statement

Under the limited supervision of the Director of School Services, identify health-related barriers to learning. Serve as the health advocate care provider, encouraging students to focus on healthy living, well-being and the prevention of illness and disability. Manage and coordinate the health services program based on requirements established by school procedures, protocols, local, state and national regulations.

Essential Functions

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provide first aid and emergency crisis nursing care to student(s) and/or ill or injured students and others as deemed appropriate.

Organize and maintain a clean, orderly clinic to ensure a safe physical environment including locked medication cabinets, practicing standard precautions at all times, and maintaining sharps containers in appropriate locations; maintains adequate clinic supplies.

Administer and document medications to students according to approved clinic policies, procedures, protocols and written physician directions to include injectable medications and emergency medication with appropriate documented records.

Provide privacy, a caring environment, and display and model respect towards students and others and communicates clear behavior expectations in the clinic to students and staff.

Identify and manage individuals with suspected infectious illnesses and help prevent transmission to others through exclusion and education; report required information to the appropriate agencies.

Administer mandated screenings (e.g. vision, dental, hearing, etc.) and maintain up to date vaccination record and required reports.

Provide training on a variety of health-related subjects (e.g. health education, medication management, policies and procedures, substance abuse, growth and development, food

allergies, hygiene, etc.) to promote a healthy lifestyle and/or act as a resource to students, teachers, and other school personnel.

Performs other duties as assigned.

Minimum Qualifications

Education and/or Experience

Associate's or higher degree from an approved accredited college or university in nursing required. Minimum of five (5) years of experience as a professional registered nurse. Experience in pediatrics and/or public health nursing preferred.

Certificates, Licenses, Permits

Valid State of Georgia LPN, RPN licensure required.

Valid certificates in cardio pulmonary resuscitation (CPR) and First Aid required.

Knowledge, Skills & Abilities

KNOWLEDGE of public health nursing, health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws. Normal and abnormal child development; educational principles and approaches pertinent to children with traumatic brain injuries, children with various intellectual and learning disabilities, special needs preschool children, visually, hearing and orthopedically impaired children, and children with emotional and behavioral disorders; principles of nursing; policies and procedures.

SKILLS in adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records. Oral, written and interpersonal communications, including communications for sight, hearing and speech impaired; establishing and/or facilitating individualized and group special education, vocational and community skills training programs, programs for the disabled, speech and language programs and teacher support programs; educational approaches for planning and implementation of intervention programs for children and families and public health management

ABILITY to observe students for development and health, implement plans for students with chronic health problems and coordinate the administration of medication within state law and Board policies. Adapt to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed understand and interpret a wide variety of assessment tests relative to intellectual, emotional and physical abilities and disabilities; interpret results of medical findings; apply professional nursing principles and practices; identify symptoms of diseases and chronic medical problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is required to supervise students requiring the employee to match walking speed that matches the student and may at times require the ability to run to safeguard students. The employee must occasionally lift, carry, move and/or restrain school-age

students and move equipment and/or supplies. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee is frequently exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

General Performance Factors

All employees are expected to interact with others; concentrate; produce work under stressful circumstances; use independent judgment, organizational and decision making skills; attend work, complete all assigned duties in a timely manner, pay close attention to detail and interact with the public in a professional manner that is representative of Wesley International Academy. Non-exempt employees are required to receive written permission to work any time beyond 40 hours in a workweek. Any unauthorized time worked beyond 40 hours in a workweek may result in disciplinary action up to and including termination.

Terms of Employment

Ten-month work year. Salary and benefits shall be in accordance with compensation guidelines approved by the Board of School Directors and the Executive Director

Evaluation

Performance will be evaluated annually by the Director of School Services or designee.

Disclaimer

This job description does not constitute an employment agreement between the employer and employee, and is not designed to cover or contain an exhaustive listing of all specific activities, duties or responsibilities that are required of the employee in this job. Essential functions, duties, and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

This job description has been approved by management.

HR _____

Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date: _____

Supervisor: _____

Date: _____