



POSITION DESCRIPTION

Position Reports To:	Head of School
Provides Services For:	Administration Students Families Community preferably in education)
Professional Qualifications:	Current state of Indiana license as a Registered Nurse Requires Associate of Nursing (ASN) Bachelor of Nursing (BSN) preferred CPR Certified Ability to work with computers and operate standard office equipment Ability to work with administrative team and school board
Personal Qualifications:	Personal relationship with God through Jesus Christ Person of integrity Evidence of spiritual maturity and clear Christian testimony Exhibits fruit of the spirit in actions and speech Active member of an evangelical church Able to maintain confidentiality
Contracted By:	Head of School on behalf of the School Board
Supervision/Evaluation:	A formal/informal evaluation by the Head of School each year
General Description:	The School Registered Nurse provides health services to facilitate optimal physical, mental, emotional, and social growth and development for students within the school.

Relationship to Students

- Effectively lead and interact with the students
- Cares for students with chronic health issues and helps identify health needs
- Provides health education, medication management, emotional support, and referral to higher levels of care
- Supports the education process by working to assure the health of the students
- Promotes healthy habits and overall health to strengthen maximum learning

Relationship to Faculty/Staff/Parents

- Collaborate, plan, support assist and encourage other team members
- Communicate with students and parents on a regular basis

Duties and Responsibilities:

- Participate in developing, implementing, and evaluating school health program goals, objectives, and procedures in co-operation with school personnel and community resources.
- Participate in identifying and reporting environmental health and safety hazards for students and staff.
- Participate in planning programs that eliminate or minimize health problems of students that may interfere with learning.
- Initiate, maintain, and annually review student health records, emergency phone numbers, immunization records and reports of physical examinations.
- Identify health problems of students through health assessment, health histories, review of health records and screening programs.
- Implement all screening programs mandated by Indiana law.
- Communicate current health problems, needs and concerns about students to their parents and appropriate school staff.
- Develop and maintain a system for providing first aid and emergency care.
- Administer medications and treatments to students per physician's order and parent authorization.
- Provide health counseling to students and staff as needed.
- Provide educational opportunities for students to assist them in developing self-care skills to deal with health problems.
- Provide consultation and assistance to teachers in their planning, implementation, and evaluation of health education units.
- Provide in-service education opportunities for school staff of health-related issues.
- Assume responsibility for personnel professional development—attend annual Indiana State Board of Health conference for school nurses.
- Assist with training and education of volunteers and substitutes in proper techniques for medical treatment or procedures.
- Maintain daily, monthly and yearly statistical information regarding health status of students and staff and utilization of school health service programs. Record of daily log kept. All records are to be confidential.
- Report to and accountable to the school Administrator for implementing school health services.

Physical Activities and Requirements:

While performing the duties of this job, employee will regularly sit, stand, and walk. The noise level in this environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. Occasionally requires the ability to lift and carry a maximum of 30 pounds. Hazards: The employee has direct responsibility for the safety and well-being of others. Work is typically performed in an office/classroom environment, potential exposure to ordinary infectious diseases carried by students.

Mental Activities and requirements:

Ability to perform essential functions and basic position, as described above, in a joyful, stable, and efficient manner.