



General Description

Position Title: School Nurse

Job Summary: The School Nurse shall ensure the well-being of students within a school environment.

Hired by: Head of School

Responsible to: Head of School

Supervises: N/A

Evaluated: An annual written evaluation is provided by the Head of School or designee

Type of Position: This is a contracted, exempt employee who is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the school nurse will:

- Maintaining a Christ-like example in daily living for your students and co-workers.
- Believe and actively support the **Statement of Faith of Parkway Baptist Church and Parkway Christian Academy** (attached).
- Actively participate and attend Parkway Baptist Church or a local church of like faith.

Required Professional Qualities

It is expected that the school nurse will:

- Hold an associate's degree or bachelor's degree from an accredited postsecondary institution or is willing to participate in a program to complete such a degree within a specified time period.
- Ability to hold an LPN or RN license in the State of Florida.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the Internet, ability to learn web-based student management systems such as FACTS.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

Required Personal Qualities

It is expected that the school nurse will:

- Have a passionate commitment to K-12 education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Be able to command the respect of all the school's constituencies, especially the students and their parents, the teachers and staff, and the pastoral staff
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.



Essential Job Functions - Accountabilities

It is expected that the school nurse will:

Spiritual Leadership

- Maintaining a Christ-like example in daily living for your students and co-workers.

Professional Leadership

- The goal is to treat student injuries or illnesses and advise students, their parents or guardians, and staff on health issues
- Serve as a liaison between school personnel, family, and community healthcare providers to ensure a healthy school environment
- Assist with health screenings currently provided by the state of Florida
- Will provide student care under the direction of the school nurse.
- Serve as a consultant with other school professionals, such as food service personnel, physical education teachers, coaches, and counselors
- Provide health-related education to students and staff in both individual and group settings
- Monitor immunization records
- Assess the school environment to prevent injury and ensure safety
- Ensure infection control measures are implemented as dictated by the state of Florida
- Actively participate in school safety plans that address school violence, bullying, and emergencies that may occur at school
- Document with accuracy all information regarding each incident/accident on the correct forms (clinic passes, FACTS, etc).
- Oversee medication administration, health care procedures, and the development of healthcare plans as needed after consultation and training with the school nurse
- Provide information for
 - Acute and chronic illnesses
 - Communicable diseases
 - Injuries and emergencies
 - Mental health
 - Nutrition
 - Obesity
 - Sexually transmitted diseases

- Ensure school health services for children with special needs, including children with chronic illnesses (diabetes, asthma, etc.) and disabilities of various degrees of severity
- Identify any health problems that may create a barrier to educational progress
- Consult with teachers, school administrators, and other school staff regarding student care
- Maintain healthcare supplies in the clinic
- Maintain cleanliness and sanitation in all healthcare areas
- Facilitate proper communication when a language barrier is present

Administrative Leadership

- Develop positive interactions with colleagues and seek mentorships with others to enhance one's teaching and learning.
- Follow school policies, rules, and procedures.