



JOB DESCRIPTION

POSITION TITLE: School Nurse	
REPORTS TO: Principals	SALARY: Treutlen County Salary Scale
FLSA: Non-Exempt	WORK DAYS: 190 Days (less furloughs)
JOB GOAL: Provide the fullest possible educational opportunity for each student by minimizing absence due to illness and creating a climate of health and well-being in the schools.	

REQUIREMENTS:

1. Educational Level: RN
2. Certification/Licensing: License as a Registered Nurse
3. Proficiency Skills: Written and oral communication skills, ability to operate office machinery and deal with multiple tasks, computer competence, typing and proof reading skills.
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Ensures primary workstation and responsibilities are covered at all times during the working day.
3. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.
4. Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
5. Demonstrates appropriate verbal and written communication skills.
6. Maintains and manages files, records, office supplies, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
7. Reports to parents, school personnel, physicians, clinics and other agencies on school medical matters.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Maintains updated cumulative health records on students.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls during school hours.
13. Observes students on a regular basis to detect health needs.
14. Participates with school staff in developing and implementing total school health program.
15. Processes all correspondence and maintains all documentation required by federal, state and local laws as it pertains to job duties.
16. Authorizes exclusion and readmission of students in connection with infectious and contagious diseases.
17. Assists school personnel in establishing sanitary conditions in schools.
18. Refers students and families to, and serves as a liaison with, such outside agencies as the Department of Family and Children Services, Juvenile Court, and the like as appropriate.

19. Monitors compliance with policies and laws concerning area of responsibility.
20. Keeps abreast of and informs the supervisor of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.
21. Maintains a pattern of prompt and regular attendance.
22. Follows chain of command.
23. Performs all other duties as assigned.

Board Approved: 6-08-15

School Nurse