

Job Description  
**La Porte Community School Corporation**  
**Job Title: School Nurse**

**IMMEDIATE SUPERVISOR:**

Medical issues: School Nurse Coordinator

Building issues: Building Principal

**SUMMARY:** To provide nursing care and medical instruction for students/adults in the school setting who are healthy or ill, of all ages and cultural backgrounds, whose needs may be physical, emotional, psychological, intellectual or social. Ability to perform the essential skills below is vital to this position.

**ESSENTIAL FUNCTIONS** – Other duties may be assigned

1. Assess health related conditions, injuries and concerns
2. Treat condition or injury if possible
3. Refer student/adult to medical physician/facility for further treatment if needed
4. Parent contact when necessary concerning medical/dental concerns
5. Inservice office staff on basics regarding manning Health Office when school nurse is not present
6. Instruct staff on student health related issues, conditions and procedures
7. Instruct staff & yearly updates on Universal Precautions procedures
8. Instruction on administering and recording medications to designated staff members
9. Immunization records on file for all students in accordance with Indiana State Law
10. Fill out accident reports on any student related injuries
11. Parent contact when necessary
12. Conduct screenings for vision in grades 1, 3 and 8 as mandated by the IDOE
13. Conduct hearing screenings in grades 2, 4, 7 and 10 as mandated by the IDOE

14. Conduct scoliosis screenings in grades 5, 7 and 9 as mandated by the IDOE
15. Vision, hearing and scoliosis screenings in other grades as requested by staff and/ or parent
16. Compile screening information for Indiana State Reports in areas of vision, hearing and scoliosis for Nursing Coordinator
17. Assemble and distribute student Confidential Lists to all staff
18. Write and present Health Care Plans for special needs student's IEP
19. Member of the School Crisis Team – liaison between school and community health personnel

**EDUCATION and/or EXPERIENCE:** Associate, Diploma or Bachelor's Degree in Nursing; valid Indiana State Registered Nurse License from Health Professions Bureau, State Board of Nursing. Prior nursing experience required, preferably working with children. CPR certification within the last year.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

**MATHEMATICAL SKILL:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those required to fulfill the essential functions of the 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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: Braille writer, pen, pencil, pointer, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps publications, reference books, textbooks, computers, audiovisual equipment.

**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 quiet.

**TERMS OF EMPLOYMENT:** Ten-month (189-day) year. Salary and work schedule to be determined by current salary schedule and position-appropriate work calendar.