



School Nurse Job Description

Job Title: School Nurse

Reports to: Principal

POSITION SUMMARY

School nursing is a specialized practice of nursing that advances the well-being, academic success, and lifelong achievement and health of students. Keeping children healthy, safe, in school, and ready to learn should be a top priority for both healthcare and educational systems. Every child has access all day, every day to a full time registered professional school nurse (hereinafter referred to as school nurse). The school nurse serves in a pivotal role that bridges health care and education. Grounded by standards of practice, services provided by the school nurse include leadership, community/public health, care coordination, and quality improvement.

PRIMARY RESPONSIBILITIES

- Provide healthcare to students and staff
- Perform health screenings
- Coordinate referrals to private healthcare providers
- Serve as liaisons between school personnel, family, and community healthcare providers to ensure a healthy school environment
- Provide preventive services
- Identify problems in the earliest stages
- Oversee interventions and referrals as a way to foster health and ensure educational success
- Participate in DOE and DPH training
- Develop plans for student care based on assessment, interventions, and identification of outcomes, and evaluation of care
- Maintain immunization records required by Georgia Immunization requirements and prepare for audits
- Serve as consultants with other school professionals, such as food service personnel, physical education teachers, coaches, and counselors
- Participate in the IEP plan development where applicable
- Provide health-related education to students and staff in both individual and group settings
- Monitor immunizations, managing communicable diseases, and assessing the school environment as to prevent injury and ensure safety
- Oversee infection control measures
- Obtain health records during the enrollment process
- Actively participate in school safety plans that address school violence, bullying and emergencies that may occur at school
- Oversee medication administration, health care procedures, and the development of healthcare plans
- Oversee vision, hearing, body mass index, and mental health screening procedures
- Assist families with locating outside care and obtaining health insurance
- Assist with the Medicaid claiming process and do claiming on qualified students
- Greet and assist parents and students during arrival and dismissal periods
- Oversee and monitor students during meal services; assist with cleanliness of the cafeteria and the flow of meal services

MINIMUM REQUIREMENTS

- Qualified to practice as a Registered Nurse in the State of Georgia and hold an unrestricted license
- Certified in CPR

- Minimum of one year experience in public health nursing, community health nursing, school health nursing or pediatric nursing preferred

KNOWLEDGE REQUIRED

- Principles and practices underlying professional nursing
- Principles and practices underlying the special field of school health
- Current trends in nursing and of literature in the fields of school health
- Organization and administration of other cooperating agencies
- State and local laws relating to health and social issues

SKILLS AND ABILITIES REQUIRED

- Participate cooperatively in a program of school health nursing
- Exercise professional judgment in making decisions
- Communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers and community agencies
- Demonstrate a genuine interest in the student population and its health needs
- Organize a health office and manage time
- Be a self-starter or self-motivated
- Use a computer and various software applications
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Positive, inclusive, and welcoming attitude
- Strong work ethic and professionalism

WORK ENVIRONMENT

Normal office environment. Occasional lifting of materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

Position Type: Full-time

Positions Available: 1

Salary range: \$50,344.20 – 77,426.10

To Apply: Interested candidates should send (1) a cover letter summarizing skills, experience, and interest; (2) resume; and (3) the names, addresses, email addresses, and telephone numbers of at least three professional references to employment@internationalcharteracademy.org. Applications without these requirements will be considered incomplete.