

Coosa County Schools Job Description

JOB TITLE: REGISTERED NURSE (RN)

QUALIFICATIONS:

1. Valid registered nurse license.
2. Two (2) years experience in nursing preferred.
3. Background clearance through FBI and ABI processes.
4. Valid Alabama driver's license, insurable driving record and provide own or have access to appropriate transportation to meet job requirements.

JOB GOAL:

To provide services to schools that work toward good health and wellness of students and the improvement of health conditions in general.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance required; full compliance with system sick leave and personal leave policies.
2. Identify student health problems through screening, observation, and assessment.
3. Provide direct and consultative nursing service to students.
4. Provide consultation to the educational staff, parents, and other appropriate groups and individuals regarding health issues.
5. Assist students, families, and school system personnel to obtain and maintain good health through education and referral to appropriate community resources.
6. Provide effective in-service education on health-related topics for school system personnel.
7. Gather, analyze and report data related to health services as required using effective written and oral communication skills.
8. Represent the school system as directed at conferences, committee sessions, training seminars, and/or State Department of Education or community meetings when available to do so.
9. Assist with the development, implementation, and evaluation of effective health education programs for the school system.
10. Verify that health education teachers are CPR instructors.
11. Verify that all 5-9 grades are screened for scoliosis and turn annual report into the SDE.
12. Provide medication assistant training for non-licensed personnel yearly.
13. Verify AED's are at each school and performing correctly.
14. Evaluate need for nurses at each school and performing correctly.
15. Oversee Individualized Health Plans for students with medical conditions/needs with LPN.
16. Oversee emergency plans/procedures for students with chronic health conditions during field trips.
17. Require and receive monthly medication reports from all schools.
18. Coordinate annual "kid check" at each school and oversee results.
19. Order supplies for "kid check" at individual schools as needed.

20. Report nurses employed by the system and their current license number to the Alabama Board of Nursing each January.
21. Train substitute nurses and place them accordingly when a nurse is unable to work or adjust schedules so that the nurse's invasive procedures are covered.
22. Drive vehicles as required to complete assigned work tasks; promptly report loss of credentials to operate vehicles.
23. Assume other reasonable and equitable job-related duties as assigned by supervisor.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to work a full shift and additional time as requested.
2. Knowledge of effective procedures and practices for vision, hearing, and other appropriate health screening activities.
3. Knowledge of and experience with principles and theories of adult learning for effective staff development and in-service activities.
4. Knowledge of current general medical and pediatric nursing practice.
5. Effective written and oral communication skills and interpersonal interaction.
6. Ability to organize, maintain, and report data and information related to health services.
7. Ability to use effective public relations skills necessary for the successful implementation of programs, the coordination of committees, and to maintain productive relationships with colleagues, school personnel, parents, community resources, other health professions, and students.
8. Knowledge of Board policies and procedures.
9. Knowledge of school system functions, departments, personnel, and schools necessary for the efficient and effective processing of communications, requesting of needed information, and implementation of the school nursing programs.
10. Basic computer skills including the use of Microsoft Word and Power Point.
11. Ability to work with or without supervision.
12. Demonstrate consistent integrity, dependability and confidentiality.
13. Complete assigned work tasks with a positive attitude.
14. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Walk and stand 50 % of work shift.
2. Lift up to 50 pounds on an occasional basis.
3. Bend, reach, stoop, twist, and turn on a frequent basis.
4. Adequate strength, dexterity, agility, and visual and aural acuity to complete all assigned work tasks.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.