

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**NURSE, RN 61320**

**QUALIFICATIONS:**

- (1) Minimum of Associate's Degree; Bachelor's Degree preferred.
- (2) Licensed by the State of Florida.
- (3) Three (3) years pediatric or community health nursing preferred.
- (4) Satisfactory criminal background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to observe students for development and health patterns in making a nursing judgment and diagnosis. Ability to implement plans for students with chronic health problems and coordinate the administration of medication within State law and Board policies.

**REPORTS TO:**

School Principal or ESE Department Director

**JOB GOAL**

To assist in providing a school setting that is healthy for all participants, offer compassion and needed care to those who require it, and to help enforce all laws, health codes and immunization requirements.

**SUPERVISES:**

Certified Nursing Assistant, if provided

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Administer medications following school and county policies.
- \* (2) Assess and provide first aid to all students.
- \* (3) Coordinate and conduct required health screenings.
- \* (4) Review health records and immunization for compliance.
- \* (5) Counsel students and parents concerning health problems.
- (6) Provide in-service for school staff.
- (7) Provide classroom health education for students.
- \* (8) Plan and implement procedures for the chronically ill, including catheterizations, nebulization and gastro-internal feeding.
- (9) Serve as a health liaison between home and school.
- \* (10) Perform routine screenings for head lice, impetigo, scoliosis and blood pressure.
- (11) Participate in ESE staffings if required.
- \* (12) Establish safe clinic procedures.
- \* (13) Provide annual update on CPR and Bloodborne Pathogens for employees.
- (14) Represent the school at meetings with outside health agencies
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 75 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 1**

**SALARY LOCATOR: Classified Personnel Salary Schedule**