

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### NURSE, REGISTERED

**SALARY SCHEDULE: SSP13**

**COST CENTER: 9071**

**QUALIFICATIONS:**

- (1) Florida State Licensed Registered Nurse or an equivalent license from a reciprocal State.
- (2) Certification in CPR Training

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate and work with parents, school personnel, students, physicians, medical facilities and agencies and clinic aides. Ability to maintain legible records. Willingness to accept supervision from principal and health supervisor. Ability to communicate via written reports and observations with parents, agencies, and the medical community.

**REPORTS TO:**

Student Services, School Health Supervisor

#### JOB GOAL

To assist in the implementation of the health services program, including screenings, clinic records, emergency care of students and such duties as may be assigned by the principal or District supervisor

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Complete all clinic documentation and maintain records of all students referred to the clinic.
- \* (2) Supervise the administration of prescribed medications to students and maintain required documentation.
- \* (3) Monitor students placed on new medication per physician instructions.
- \* (4) Deliver medically related procedures required to be completed by a Registered Nurse (RN); such as, catheterizations, tracheal suctioning, postural drainage, and other procedures as required.
- \* (5) Monitor and report to the Public Health Department any serious health incidents as required.
- \* (6) Communicate with parents regarding students' specific health problems.
- \* (7) Provide follow-up services and notification of students' health concerns
- \* (8) Serve as liaison with Health Supervisor and Health Department.
- \* (9) Assist in the implementation of the Annual School Health Services Plan and the School Health Services Manual.
- \* (10) Maintain the clinic in a safe and secure manner.
- \* (11) Maintain all required supplies and equipment as appropriate.
- \* (12) Serve as the school contact with all physicians of medically-at-risk students.

**NURSE, REGISTERED** (Continued)

- \*(13) Monitor all chronic illness cases and take appropriate action.
- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Model and maintain high ethical standards for both the education and nursing field.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality regarding school matters.
- \*(18) Maintain positive relationships with staff, students and parents.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Respond to inquiries or concerns in a timely manner.
- \*(22) Prepare all required reports and maintain all appropriate records.
- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force 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.

**Job Description Supplement No. 06**

\*Essential Performance Responsibilities