

**TITLE:** NURSE

**QUALIFICATIONS:**

1. Graduate of nurses' training program as a Licensed Practical Nurse (LPN)
2. Current license to practice as a Licensed Practical Nurse (LPN) by the Alabama Board of Nursing
3. Current CPR and First Aid certification
4. Experience and training with public health and/or school health services preferred

**REPORTS TO:** Principal and to Lead Nurse

**JOB GOAL:** To assist in the maintenance of good health and good health habits of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Conducts parent information sessions with parents.
2. Serves as resource person on health-related matters to administrators, teachers, social workers and parents.
3. Works with administrators, teachers and parents on securing immunization certificates for all students in the school.
4. Conducts vision and hearing screening on students as referred by appropriate school personnel.
5. Notifies parents of possible defects found through screenings and recommends further professional evaluations.
6. Assists parents in securing professional and/or civic help or treatment and correction of identified medical problems.
7. Advises on modification of educational program to meet health needs of individual students with chronic medical problems.
8. Assists school personnel in determining the need for exclusion and readmission of students in connection with infectious and contagious diseases.
9. Administers a program of scoliosis screening annually in compliance with Alabama State law and provides appropriate follow-up for this program.
10. Maintains adequate records of pertinent data from health screenings in each student's permanent school record.
11. Schedules needed parent, parent-teacher or parent-teacher-child conferences.

**TERMS OF EMPLOYMENT:** Nine-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 10-8-13