

Wrightstown Community School District
School Nurse
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To coordinate the health services to students and employees within the District.
- To support a climate of health and well-being in the District schools.

Performance Responsibilities

- Training and Staff Education
 - Provide annual educational sessions for district staff who will be administering oral medications, additional sessions and support as needed. Provide ongoing supervision of medication administration.
 - Provide staff educational sessions for specific student health issues.
 - Create and support implementation of individual health plans and emergency health plans for students and staff.
 - Communicate with teachers, parents and administration on student health care situations.
- Program Management and Administrative Functions
 - Review health records according to current privacy standards for education.
 - Collaborate with various departments, as requested, regarding school services or policies.
 - Demonstrate professional communication using phone, cell phone, email, fax, verbal and written.
 - Interact with the Medical Advisor.
- Health Services
 - Oversee age appropriate screening programs for students. These screenings may include vision, hearing, height/weight, scoliosis, blood pressure or others as indicated.
 - Communicate student health concerns to school staff as needed to provide for classroom modifications or safe care during the school day, including collaboration with Section 504 plans.
- Communicable Disease Control
 - Provide prevention and control activities for communicable diseases such as influenza, head lice, chicken pox and others. This includes assessment, education, notification and enforcement of policies requiring children with communicable disease to remain out of school. Collaborate with the local and state health departments regarding reportable communicable disease.
- Confidentiality
 - Maintain confidentiality of student and staff health data.
 - Instruct school staff and volunteers on confidentiality of student health information and records.
- Other Responsibilities
 - Perform any and all other duties assigned by the Director of Pupil Services or District Administrator.

Reports To

- Director of Pupil Services or District Administrator.

Qualifications

- Wisconsin licensed Registered Nurse
- Knowledge of the control of communicable diseases in accordance with State and local mandates.
- Current Health Care Provider CPR Certification

Evaluation

- Annual written evaluation to be completed by the Pupil Services Director or District Administrator based on a mutually agreed upon evaluation system

Adopted: 11/19/2014

Reviewed: 10/21/2015, 11/17/2021

Revised: