

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: Building Nurse

GENERAL DESCRIPTION: The Building Nurse, under the supervision of the Building Principal and the District Supervisor of Building Nurses, is responsible for providing specified health services in his/her assigned school.

WAGE CATEGORY: Grade C. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: District Supervisor of Building Nurses, Building Principal

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the District Supervisor of Building Nurses in consultation with the building administrator(s) consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Licensed Practical Nurse certification.
2. Current standard Red Cross first aid card, CPR and AED certification.
3. Previous nursing experience, especially in pediatrics.
4. Previous experience and/or ability working with children or adolescents.
5. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. **HEALTH APPRAISAL AND COUNSELING**

- a. Maintain accurate student health and immunization records.
- b. Perform initial screening tests for vision and hearing.
- c. Observe physical, mental, emotional, and social development of students.
- d. Assist in conducting program of required physical examinations.
- e. Consult with District Supervisor of Nurses regarding the interpretation of screening/examination results (i.e. hearing, vision) with input from District Supervisor of Building Nurses, counsel students, parents, and teachers regarding the same.
- f. Assist in motivating students to maintain or improve individual levels of health and wellness.

2. **EMERGENCY SERVICE**

- a. Triage and render first aid to students and school personnel as needed. Refer to school nurse when appropriate.
- b. Follow district policies and procedures to contact appropriate individuals in connection with medical emergency situations.

3. MISCELLANEOUS DUTIES

- a. Confer with teachers who are responsible for handicapped students concerning physical limitations and conditions as directed.
- b. Participate in monthly staff development sessions with district nursing staff.
- c. Dispense prescribed medication to students under the direction of the District Supervisor of Nurses, and in compliance with district policies and procedures.
- d. Implementation of a student's individual health care plan.
- e. Documentation and clerical duties.
- f. Assist with data collection for Vermont Health Department reports.
- g. Individual health teaching.

WORKING CONDITIONS

- Noise level in work environment is quiet to moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS

- Frequently required to stand, walk and sit
- Regularly required to see, talk and hear
- Regularly required to use hands to finger, handle or feel
- Regularly required to handle stressful situations and resolve conflicts
- Occasionally required to reach with hands and arms, climb steps; stoop, kneel or crouch
- Occasionally lift, carry, move and/or restrain school aged students
- Occasionally required to drive

Last Updated: 10/22/09

09/01