

# MARCELLUS COMMUNITY SCHOOLS

PO Box 48, Marcellus, MI 49067

(269) 646-7655

**Learning Today...Leading Tomorrow**



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## School Nurse

**Summary:** Facilitates the school as a healthy and safe environment, assists staff in meeting the medical needs of students and keeps appropriate records. Assess students requiring the direct services of a school nurse. Prepares health care plans for involved students and supervises the implementation of required health care procedures.

**Education and/or Experience:** Hold a valid Registered Nurse License in good standing in the State of Michigan or able to obtain Michigan licensure. Must be able to qualify for School Nurse Certification within the State of Michigan. Experience in working with children and children with special health needs is preferred.

**Essential Duties and Responsibilities:** Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following: *(Does not include all tasks employee may be expected to perform).*

- Serves as a co-chair of the professional education teams in meeting the daily health needs of the students (i.e. Wellness Committee, SEAB Committee, MiHeart etc).
- Insures that a health-promoting environment is provided through the enforcement of academic health standards, particularly to prevent the transmission of communicable diseases.
- Assists families with appropriate resources for assistance in obtaining medical or other health services.
- Serves on the Individual Educational Planning Committees as appropriate.
- Coordinates all vision, hearing, dental and other health-related screenings for students as needed.
- Stores and dispenses prescribed medication to students as necessary, maintains proper records and arranges with parents for the supply and replenishment required for each student.
- Assists with emergency medical treatment when necessary and communicates with parents/home supervisors regarding related circumstances.
- Assist in the learning process by providing students with basic instruction in health related objectives.
- Conducts in-service for staff in identified area (first aid, CPR, child abuse, Medication Administration, Blood-Borne Pathogens, etc.). Keeps appropriate records documenting all training(s).
- Student Files: Keep all pertinent information pertaining to student's medications and visits to the nurse.
- Serves as the intermediary between the school and the home, private physician, health and social agencies, regarding the health status of students and their needs

for consideration in future student health planning.

- Assumes authority, in the absence of a physician, for the care of a student who has suffered an injury or an emergency illness.
- Assesses student's and staff's needs for first aid, illnesses, and contacts parents/guardians as appropriate.
- Implements board policy on exclusion and re-admission of students in connection with infectious and contagious diseases.
- Provides instruction for students on HIV lessons per district policy.
- Assist in District policies and administrative procedures for sound health practices for students and staff, following state and government regulations.
- Ability to use common computer applications (email, internet, excel, Word, etc.)
- Ability to remain confidential.
- Ability to remain flexible yet organized.
- Excellent in-person attendance is an essential job function.
- All other duties as assigned.

**Reports to:** Superintendent

**Compensation:** From \$50,000

**Benefits:** Health Insurance

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from all within a school setting.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, staff, peers, parents and community; ability to speak clear and concisely in written or oral communication.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, more than the average person will. The employee must have the ability to operate a personal vehicle to travel to other work locations as necessary.

The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception. While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk or hear.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person is. The employee is directly responsible for the safety and well-being of students.

**Pre-employment Screening:** Applicants who receive a conditional offer of employment for a position with Marcellus Community Schools will be required to successfully complete a background check, and a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodations).

Marcellus Community Schools subscribes to equal opportunity in its employment as required by laws and does not discriminate on the basis of religion, race, color, national origin, sex, age, height, weight, marital status, or disability in its programs and activities.