



Position Description

School District of Monroe

- JOB TITLE:** District Nurse
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Manage and coordinate the district's health services program based on national, state, and local regulations, and district requirements. Maximize the quantity and quality of student in-class time by reducing the incidence of health-related absenteeism.
- REPORTS TO:** Director of Pupil Services
- QUALIFICATIONS:** Registered Nurse (RN) or Bachelor of Science in Nursing (BSN). Current State of Wisconsin nursing license. Ability to obtain national or Wisconsin Department of Public Instruction school nurse certification. Related experience in community health or pediatrics. Positive attitude and interest in working with children, parents and staff. Intermediate office computer and social media skills. Ability to work collaboratively in a school medical setting with limited direct supervision.
- ESSENTIAL DUTIES:**
- Assess and provide needed nursing care to students. Implement first aid measures as needed
 - Adapt nursing process and programs to fit the health needs of each school community
 - Implement and record required screening programs, including immunization histories
 - Prepare and maintain student clinic records and required reports in a confidential and ethical manner
 - Orient staff to the requirements of medically involved students
 - Participate in IEP process when appropriate
 - Communicate and consult with staff, parents, students, and outside medical professionals, verbally and in writing, on students' medical issues
 - Train staff as needed on administration of prescription medications and supplies

- Train staff on health areas such as CPR, Emergency Medical Response, and OSHA requirements
- Advise and coordinate with staff on suspected cases of child abuse and neglect
- Serve as liaison between the district and community agencies and health departments
- Assist teachers by leading classes as part of Health courses as requested
- Establish and implement processes for maintenance of school health room facilities and supplies
- Assist with third party billing with Medicaid to obtain district reimbursement for services when possible
- Establish and utilize productive relationships with parents/guardians, students, staff, and community
- Serve as a positive adult role model during interactions with students
- Maintain a sense of humor and positive attitude to meet the nursing needs and expectations of district staff

ADDITIONAL DUTIES:

- Participate in activities which contribute to the effective operation of the school
- Assist in maintaining student behavior at school events as requested
- Serve as a positive adult role model during interactions with students
- Maintain a current medical and technical knowledge base through business networks, educational workshops and professional publications

Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.

REVISED: May 2020