



Job Title: School Nurse

Salary Schedule: Instructional

Pay Grade: Instructional

Job Code: 309350

JDE: N-1.01

MAJOR FUNCTION:

Assess, develop, and manage student health plans, ensuring students with acute or chronic conditions receive appropriate care while attending school. The role involves training and supervising school personnel in health procedures, acting as a liaison between home and school, and collaborating with staff to provide comprehensive health services. Additionally, the position includes implementing district health policies, facilitating health education, and promoting a safe school environment.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution in Nursing, Public Health or closely related field.
- One year of full-time, professional experience as a School Nurse or other related nursing field.
- Valid Florida license to practice as a registered nurse (RN).
- Valid Adult and Child First Aid/CPR/AED certificate issued by the American Heart Association or American Red Cross.
- Valid Florida Driver's License.

PREFERRED QUALIFICATIONS:

- National Certification in School Nursing (NCSN) or other relevant certifications.
- Two years of full-time, professional experience as a School Nurse.
- Experience in health education and training for diverse populations.

Relevant work experience or education may be substituted to satisfy minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
- Knowledge of HIPAA, Public Records, Sunshine Law, FERPA, and other laws/regulations related to student and employee privacy, public information, and records retention.
- Excellent interpersonal, verbal and written communication skills.
- Ability to interact in a professional manner with a diverse group of faculty, administration, students, and the community.
- Ability to think critically and make clear, well-reasoned and timely decisions.
- Ability to take initiative to plan, organize, coordinate and perform work in various situation when numerous and diverse demands are involved.
- Ability to adapt quickly to changing situations and environments.
- Ability to respond quickly to emergencies.
- Ability to administer First Aid/CPR/AED as needed for illness, injury, or life-threatening emergencies per certification training guidelines.

REPORTS TO: Director, Health Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Conduct health assessments through screenings, interviews, and record reviews to address student needs.
- Develop and manage health plans for students with acute or chronic health conditions.
- Train, supervise, and evaluate school personnel handling health procedures and treatments.
- Act as a liaison between home and school to support student health and attendance.
- Maintain, evaluate, and interpret student health records to accommodate individual needs.
- Implement and participate in District health policies, emergency procedures, and disaster planning.
- Make decisions on medical referrals and emergency services when necessary.
- Collaborate with staff and serve on the Child Study Team to provide health services for students.
- Provide health education for students, parents, and staff through counseling, presentations, and workshops.
- Ensure a safe and healthy school environment and promote health careers as a resource person.
- Administer First Aid/CPR/AED and perform Medicaid administrative claims activities as needed.
- Participate in research to improve School Health Services and uphold ethical standards of nursing and education.
- Any job-related duties as assigned.



Job Title: School Nurse

Salary Schedule: Instructional
Pay Grade: Instructional

Job Code: 309350
JDE: N-1.01

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	30%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	40%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	80%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	40%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	30%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	30%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	50%



Job Title: School Nurse

Salary Schedule: Instructional
Pay Grade: Instructional

Job Code: 309350
JDE: N-1.01

<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	30%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	20%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	50%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	100%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	30%

TERMS OF EMPLOYMENT: Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

DAYS PER YEAR: 196

FLSA STATUS: Exempt

BARGAINING UNIT: TALC

WORKER'S COMP. CATEGORY: 8868 – School Professionals

BOARD ADOPTION: 12-20-74

REVISED: 9-18-80, 7-15-86, 10-6-04, 2-12-08, 5-2-17, 3-28-18, 12-11-18, 7-28-20, 1-26-21, 9-24-24

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job-related.