

**PROFESSIONAL STAFF POSITIONS
(Job Description of the School Nurse)**

Appointment:

1. The annual period of service will be reflected in the contract.
2. The high school principal will be the school nurse's immediate supervisor. His/her office will be located at the high school.

Duties:

1. He/she shall conform to the requirements prescribed by the Department of Education and Cultural Affairs with regard to certification and renewal.
2. He/she shall be responsible to the superintendent or his designee for the administration of the school health program in the high school, middle school, and elementary schools, and coordinate this program with building principals.
3. He/she shall determine the health status of students in grades K-5 by conducting periodic screening procedures in relation to growth and development with special emphasis on vision, hearing, dental, scoliosis (for grades 5, 6, 7), and signs of child neglect and abuse. Other students will receive this service on a selected basis.
4. He/she shall counsel and serve as a liaison between students, teachers, parents, and community health care providers in relation to interpreting health problems, assisting in the utilization of professional resources, and interpreting professional recommendations to all concerned.
5. He/she shall plan, coordinate, and evaluate health education activities with the curriculum coordinator and teachers, serve as a consultant in health instruction, and evaluate health instruction materials, i.e., nutrition, dental health, accident prevention, hygiene, environmental safety, smoking, drugs, CPR instruction, sexually transmitted diseases (STD), human growth development, and others.
6. He/she shall be available to provide emergency first aid assessment and treatment and refer the injured student to the proper health facility as needed.
7. Assist in planning and maintaining a safe and healthful school environment.
8. He/she shall be responsible for requisitioning all first aid supplies and medical equipment, exclusive of the athletic department.
10. He/she shall ensure that all immunization requirements of the State Department of Health are completed. (SDCL 13-28-7.1)
11. He/she shall see that each student has a health card and that it is kept current. Assist principals in keeping a current list of students with special health problems and alert staff members to these special health problems.

12. He/she shall assess and provide counseling for teachers and parents in relation to students with chronic illnesses, i.e., seizure disorders, asthma, diabetes, orthopedic problems.
13. He/she shall make home visitations regarding health needs and problems as warranted by the pertinent school principal.
14. He/she shall assist in the prevention and control of communicable diseases.
15. He/she shall conduct immunization programs, when needed, with the assistance of school personnel, community health nurse, local medical association, and State Health Department.
16. He/she shall keep informed of the current trends in health care.
17. He/she shall provide inservice health programs for teachers and other school staff through arrangements with building principals.
18. He/she shall supervise the administering of Mantoux testing of all new personnel employed by the school.
19. He/she shall conduct an ongoing evaluation of the school health program and make pertinent recommendations for improvement to the superintendent.
20. He/she shall maintain CPR instructor status.