

## School Nurse Job Description

### Purpose of Position

The School Nurse fulfills the mission of Des Moines Christian School by overseeing and administering health services, policies, and programs for the DMCS K-12 student community. The school nurse's role is to support student learning by serving as the school's health professional and as an advocate for the individual student. The school nurse relies on student-centered, evidence-based practice and performance data to inform care.

### Position:

- Salaried, contracted employee
- Part-time Benefits Eligible

**Reports To:** Head of Elementary  
**Evaluated By:** Head of Elementary  
**Direct Reports:** None

### Qualifications:

- Registered nurse with valid Iowa licensure - BSN preferred
- Current CPR/AED certification or ability to obtain.
- Nursing experience in a school setting, pediatrics, urgent care, or ER strongly preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.

### Professional Profile:

- Demonstrated commitment to the mission of DMCS: Equipping minds and nurturing hearts to impact the world for Christ.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Proven ability to work in a collaborative role with diverse groups, including teachers, students, counselors, administrators, and parents.

### Responsibilities:

#### Health Services:

- Evaluates students and recognizes signs and symptoms suggestive of illness, including communicable diseases, and advises parent/guardian regarding follow-up services.
- Uses active communication to build positive relationships with students, parents, staff, and community members.
- Provides appropriate written instruction on medical/health related procedures school personnel are required to implement.
- Provides leadership in planning for the provision of proper emergency care and first aid for sudden illnesses or accidents incurred under school jurisdiction.
- Administers prescription and non-prescription medication according to physician and parent authorization.

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- Collaborates and consults with family service providers.
- Provides health counseling to students and parents.
- Provides assistance for referrals to human service agencies and varied community resources.
- Maintains and updates the medical section of the student database with the following:
  - Detailed daily log of student visits and parent/physician communication in the medical section of student database.
  - Current allergies, medications, and medical diagnosis of students, per parental permission and disclosure.
- Functions as an active member of a multidisciplinary team to provide health expertise in planning and evaluating the need for an individual health and education plan.
- Develop individualized student health and emergency care plans for students with special health care needs.
- Coordinates health screenings (vision, hearing etc.) and provides referral communication to parents as applicable.
- Assists teachers in health instruction through teaching or as a resource (human growth and development).
- Contributes to the in-service education programs to improve the quality of care and contribute to patient advocacy and knowledge.
- Engages in continuing education as required for the position and to stay informed of current school health initiatives and practices.

### **Administration:**

- Establishes, updates and maintains confidential student health and immunization records, and communicates pertinent health data to school personnel.
- Monitors compliance of school health program with federal, state and local laws, regulations and policies.
- Maintains security of school health supplies.
- Administers DOT Bus Driver Drug and Alcohol Tests.
- All other duties as assigned.

*Revised 3/2023*