

## Job Description

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### Position Title: School Nurse

#### 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 student community.

#### Position:

- Full-time
- Salaried, contracted employee - 186 days
- Full-time Benefit Eligible / School Year

**Reports To:** Elementary Principal

**Evaluated By:** Elementary Principal

**Direct Reports:** None

**Salary Scale/Pay Grade:** Teacher

#### Qualifications:

- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church.
- Committed to the mission of DMCS.
- Registered nurse with valid Iowa licensure - BSN preferred
- Current CPR/AED certification or ability to obtain.

#### Professional Profile:

- Proven ability to work in a collaborative role with diverse groups, including teachers, students, administrators, and parents.
- Maintains confidentiality.
- Characterized by integrity.
- Demonstrates excellence in written and verbal communication.

#### Responsibilities:

##### Health Services:

- 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.
- Evaluates student and recognizes signs and symptoms suggestive of illness, including communicable diseases, and advises parent/guardian regarding follow-up services.
- Administers prescription and non-prescription medication according to physician and parent authorization.

- 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 detailed daily log of student visits and parent/physician contacts along with accurate and timely individual documentation of student's' health records.
- Develop individualized student health and emergency care plans for students with special health care needs.
- Coordinates health screenings (vision, hearing etc.) and provides assistance in interpreting results.
- Assists teachers in health instruction through teaching or as a resource.
- Contributes to the in-service education programs to improve the quality of care and contribute to patient advocacy and knowledge.

**Administration:**

- Establishes, updates and maintains confidential student and 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 pre-employment drug tests and DOT Bus Driver Drug Tests.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Nurse

\_\_\_\_\_  
Principal