

Ashe County Schools Job Description

POSITION	School Nurse Extender
TERM	Part-time, Temporary (until end of 2020-2021 school year)
FLSA STATUS	Non-Exempt
PAY GRADE	Grant- Funded – Hourly rate
SITE	Determined by Student Services Director and Superintendent
REPORTS TO	Director of Student Services and Assigned School Principal

NATURE OF WORK

This part-time, temporary position is a school nurse extender who will assist with staff and student health concerns, especially associated with Covid-19. School nurse extender will be stationed at Ashe County Middle School primarily and assist with Covid-19 concerns at both Ashe Early College and Ashe Early Learning Center. The employee identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The employee must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis. Errors may not be easily discernible and may result in serious impact on the individual child and others. The work of this employee is seldom reviewed while in progress and is performed under general supervision.

SPECIFIC RESPONSIBILITIES

- Assess and maintain policies and procedures specific with Covid-19.
- Collaborate with other school nurses as well as health department and primary care providers to trace and track Covid-19 exposures, symptoms, and follow up contacts.
- Coordinates with parents, physicians, and school personnel to develop and implement individual student health plans
- Monitors compliance of school health program with federal, state and local laws, regulations and policies
- Prepares health reports for supervisor, board of education, health department and state department
- Collaborates with other child-support agencies in designing and providing a school health program
- Provides first aid care and medically prescribed services
- Communicates and advocates for the prevention and control of communicable disease
- Maintains security of school health supplies
- Serves as a resource person on health issues
- Provides staff development on health-related topics for school staff and volunteers
 - Bloodborne Pathogens
 - Epi Pens
 - First Aid
 - Diabetes
 - Others as needed

- Provides educational classes to groups of students
 - Puberty
 - Hygiene
 - Injury prevention
 - Health and Nutrition
 - Others as needed

- Screens and conducts health appraisals for students and staff, making referrals as necessary
- Provides follow-up evaluations on students as required
- Recommends corrective action where problems are identified
- Coordinates with school social worker and administration for home visits as appropriate
- Corresponds with parents on health needs of children
- Records immunizations, health findings, and other relevant health data
- Serves as Automated External Defibrillator (AED) team leader at school site
- Participate in continuing education related to areas of responsibility and adhere to licensure renewal requirements
- Attends committee meetings (i.e. School Health Advisory)
- Other duties as assigned by supervisor(s)

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of medical disorders and treatment
- Considerable knowledge of child growth and development
- Working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- Working knowledge of Federal, State, and Local laws and regulations affecting the delivery of school health services.
- Knowledge of the school organization and the community served
- Ability to identify abnormal growth and development and symptoms of disease
- Ability to coordinate and facilitate services between the school, local health agency, and other community resources
- Ability to develop and maintain health records on students
- Ability to develop positive working relationships
- Ability to utilize technology resources (i.e. email, word processing, spreadsheets, student data management systems)
- Must demonstrate attention to detail, professional attitude, and ability to maintain confidentiality

TRAINING AND EXPERIENCE

Completion of training necessary to perform duties above

SPECIAL REQUIREMENTS

- CNA, LPN, RN may work under the supervision of a certified school nurse.
- Certification by National Board for Certification of School Nurses advantageous