

Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D
*Superintendent
Secretary/Treasurer*

Melvin Lodge
President

Glyna Kelley
Vice-President

HUMAN RESOURCES ...We put children first

October 16, 2009

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

SCHOOL NURSE

IBERVILLE PARISH SCHOOL BOARD

Anyone interested in being considered for the above position should submit an application or resume' to:

Janet Marionneaux
Executive Director
Personnel, Curriculum & Instruction
Iberville Parish School Board
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Jr., Superintendent

QUALIFICATIONS: See Attachment

DATE OF EMPLOYMENT: **November 10, 2009**

DEADLINE FOR ACCEPTING APPLICATIONS: October 30, 2009

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

SCHOOL NURSE

JOB GOAL

To help students achieve and maintain their optimal level of health educational potential. This will be done by providing for the implementation, delivery and maintenance of a total school health program working within the service framework of established professional guidelines set forth in federal, state and local regulations, and in accordance with district policy.

TERMS OF EMPLOYMENT

- Salary and work year to be established the by Iberville Parish School Board.
- One year term depending upon performance and generation of Medicaid funds.

SUPERVISES

School health paraprofessionals and other school board employees.

LICENSE/ QUALIFICATIONS/ EDUCATION

- Possession of a current license to practice as a professional Registered Nurse in the State of Louisiana.
- Baccalaureate Degree in Nursing.
- Two years nursing experience working as a registered nurse.
- School Nurse Certification.

SALARY

According to the Iberville Parish School Board Master Salary Schedule for School Nurses.

DUTIES AND RESPONSIBILITIES

1. Establishes, delivers and maintains a comprehensive school health program.

- Delivers health-related services including rendering care of the sick or injured and/or students requiring specialized individual care, handling of emergencies and overseeing routine health issues.
- Implements nursing actions that promote, maintain or restore health, prevent illness and effect rehabilitation.
- Determines the delegation of health care procedures, the extent of orientation, and the amount and type of ongoing monitoring and supervision that will be needed to comply with the state Nurse Practice Act and other legal and school board considerations.
- Collaborates with other school and community professionals in assessing, planning, implementing and evaluating programs and other school health activities.
- Administers medication in schools according to Act 87 until the school personnel who are required to administer the medication have been trained according to the provision of Act. 87.
- Performs vision and hearing screening on all Kid Med eligible students according to their periodicity on grades pre-K through 12.
- Notifies parents of defects and refers to proper resource.
- Responsible for making sure that all Kid –Med services are billed.
- Performs vision screening on all new special education evaluations and reevaluations. Notifies parents of defects and refers to proper resource.
- Performs screening for Pupil Appraisal Clinics held each month. Notifies parents of defects and refers to proper resource.
- Performs physical assessments on students as needed.
- Attends IEP conferences as appropriate.
- Establishes visits to all schools of Iberville Parish.
- If time permits the school nurse:
 1. Assist in checking immunization records on all kindergarten students.
 2. Performs vision and hearing screening of students in grades pre-k, 1, 3, 5, 7, 9, and 11. Grades pre-k through 7 will have priority. Notifies parents of defects and refers to proper resource.

3. Perform scoliosis screening of grades 4 and 6. Notifies parents of defects and refers to proper resource.
4. Assists in checking immunization records of other students as indicated.
5. Teachers breast self-examination and the need for a pap smear as approved by the LEA.

2. Provides support to students in an effort to optimize their health and educational experience, to school board staff, families and community in general, and facilitates services between the school board and medical/community resources.

- Develops individualized health plans for students using the nursing process.
- Encourages good safety practices and involves students in maintaining a healthful school environment.
- Assesses and evaluates the health and developmental status of students.
- Collaborates and consults with school board staff to gather information, to provide assessment information, and to coordinate plans to meet student needs.
- Serves as a resource person to students, families and staff in identifying and addressing health education needs.
- Provides strategies, skills and training, including preventive self-care, in order to achieve optimal levels of wellness through health education.
- Initiates referrals of students with unmet health needs to medical/community resources and ensures continuity of service and care.
- Promotes community health.

3. Effectively manages all accompanying responsibilities to ensure the delivery of a successful school health program.

- Maintains appropriate health related records and the security of health supplies.
- Develops procedures for the accumulation of data, compilation of reports, and a system of reporting to ensure effective performance.
- Evaluates the effectiveness of services and makes program modifications.
- Collaborates with school personnel in assessing and improving the social, emotional and environmental climate of the school and its impact on students and staff, while promoting an environment conducive to health and safety.
- Works closely with members of the pupil service staff and serves as a member of the Pupil Services Team.
- Develops annual Professional Growth Plan to strengthen or enhance job performance.

4. Other duties as assigned.

SKILLS AND ABILITIES

- Possess skills in flexibility, confidentiality and mature decision-making.
- Enjoy working in a fast-paced environment with the ability to handle multiple projects simultaneously and to maintain composure under stressful conditions.
- Ability to work in a friendly manner and to establish and maintain effective working relationships with co-workers, students, district staff, parents, the medical community and community agencies.
- Maintain professional appearance at all times and is clean and well-groomed in accordance with school board standards.
- Follows school board standards for attendance and punctuality.
- Ability to perform duties while working cooperatively with the staff and school board in fulfilling the school board's vision, mission and guiding principles.

EVALUATION

Performance of this position will be evaluated yearly by the Supervisor of Special Education.

Reports To: Supervisor of Special Education