



# Job Description for LWCS Nurse

<b>Position Type</b>	Exempt
<b>Compensation</b>	Annual Contract - 10 month
<b>Supervisor</b>	Building Principal
<b>Primary Duties</b>	The school nurse identifies and treats health disorders among students and provides instruction in the maintenance of good health and disease prevention. The school nurse must evaluate the physical conditions of students and refer them to appropriate resources as needed. This person shall reflect the purpose of the school, which is to honor Christ at all times.
<b>Education Requirement</b>	Registered nurse, currently licensed in the state of Missouri, BLS instructor,
<b>Experience</b>	2 years
<b>Physical requirements</b>	Be able to sit and/or stand for up to 8 hours a day, lift at least 25 lbs.
<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>• Adhere to the LWCS Board Policy Manual, ideal-employee profile, and employee handbook.</li> <li>• Recognize the need for good public relations, and represent the school in a favorable and professional manner to the school's constituency, local churches, and the general public.</li> <li>• Possess the necessary customer service and public relations skills to market the school to potential families and the general public.</li> <li>• Have completed training necessary for licensing as a nurse.</li> <li>• Have and maintain first aid and CPR certification.</li> <li>• Have experience in pediatrics and/or public health nursing. Have considerable knowledge of child growth and development.</li> <li>• Be certified, or seek to be certified within a reasonable time period, by the American Nurses Association (ANA) or the National Association of School Nurses (NASN).</li> <li>• Have organizational skills and the ability to work with people, projects, and resources.</li> <li>• Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, e-mailing, and accessing the Internet.</li> </ul>
<b>Essential Function</b>	<ul style="list-style-type: none"> <li>• Have the ability to accomplish the goals and objectives assigned by the school principal.</li> <li>• Participate in beginning-of-year staff orientation, staff devotionals, and staff meetings.</li> <li>• Develop policies, procedures, and work standards for a school health program.</li> <li>• Monitor compliance of school health program with federal, state, and local laws, regulations, and school policies.</li> <li>• Suggest program changes to the school administration as needed.</li> <li>• Provide first aid care and medically prescribed services.</li> <li>• Coordinate annual CPR training for school staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain health office supplies and facilities. Maintain security of school health supplies.</li> <li>• Instruct students in health education as part of their physical education class or science class.</li> <li>• Serve as a resource person on health issues.</li> <li>• Communicate with parents via newsletter articles or other notices regarding immunization requirements, illnesses, and such.</li> <li>• Provide staff development on health-related topics for school staff and volunteers.</li> <li>• Screen and conduct health appraisals for students and staff. Conduct student hearing and vision testing.</li> <li>• Provide follow-up evaluations on students as required.</li> <li>• Recommend corrective action for identified problems.</li> <li>• Conduct home visits when appropriate.</li> <li>• Correspond with parents on health needs of children.</li> <li>• Recommend updates for parent/student handbook regarding health issues.</li> <li>• Return medications to students or parents as appropriate at year-end.</li> <li>• Collect and compile student immunization records in compliance with state immunization laws.</li> <li>• Record immunizations, health findings, and other relevant health data in student health files.</li> <li>• Maintain a database to track students needing immunizations, sports physicals, and other such items.</li> <li>• Maintain emergency contact information for students and staff.</li> <li>• Keep student files and records in a locked storage area.</li> <li>• Type letters, reports, and memos pertaining to student records as needed.</li> <li>• Recommend changes in databases to facilitate efficient record keeping.</li> <li>• Maintain an OSHA log for injured employees, and make reports as required.</li> <li>• Be willing to adjust work hours to accommodate special schedules or school-related activities as requested.</li> </ul>
<b>Equipment used for this job</b>	General Nursing equipment, General office supplies

*“The mission of Living Word Christian School is to assist Christian families in equipping students with a Christ-centered education, empowering them to impact the world for the glory of God.”*