



## URBAN PATHWAYS K-5 COLLEGE CHARTER SCHOOL

### JOB DESCRIPTION

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**TITLE:** School Nurse  
**REPORTS TO:** Director of Operations  
**DEPARTMENT:** Operations  
**FLSA STATUS:** Exempt

**JOB GOAL:** The primary responsibility of this position is to promote good health and provide health care services to students.

#### DUTIES AND RESPONSIBILITIES

- Provide care to students in case of injury or illness.
- Perform medical examinations to evaluate students.
- Review findings to determine health status of pupils and progress of program.
- Administer immunizations, provides first-aid, and maintains health records of students.
- Maintain and track vaccination records.
- Counsel and educate students in good health habits and hygiene.
- Cooperate with school personnel and families in identifying and meeting social, emotional, and physical needs of school children.
- Plan school health program, in cooperation with medical authority and administrative school personnel.
- Work with community agencies in planning facilities to meet needs of children outside school situation.

#### QUALIFICATIONS:

- Must be a Registered Nurse.
- CPR certified.
- A minimum of three (3) years of nursing experience.
- Experience in a school-setting is a plus.
- Must have viable transportation.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent must stand and walk for prolonged periods of time.
- Incumbent must sit for extended periods of time.
- Incumbent may occasionally be required to lift, carry, push, and pull up to 25 pounds.



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- Incumbent must have the ability to kneel, crouch, bend and reach to retrieve and handle materials, supplies and equipment.
- Incumbent must be able to read, see, hear, and speak English, as well as the ability to speak clearly and distinctly when communicating.
- Incumbent will operate in a classroom setting, and be required to use a computer with keyboard, telephone or handheld mobile device.

#### SUCCESS FACTORS/JOB COMPETENCIES:

- Judgement/Independent Decision Making
- Patience
- Organization
- Empathy
- Adaptability
- Attention to Detail

#### WORK DAYS AND SHIFTS:

- Monday – Friday, daylight hours during school year and other scheduled work days.

#### ACKNOWLEDGEMENT:

In signing this Job Description, I am acknowledging that I have received a copy, read, and understand this explanation and job description. I further understand that a signed copy will be placed in my personnel file.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_