

Cowan Community Schools
Job Description

Position: School Nurse

Goal: To manage the overall health care services for students and staff in both buildings. Communicate with parents and staff by phone, email, or in person as needed.

Reports to: Building Administrators/Superintendent

Work Days: 186 days per year – days include 180 student days plus additional days before and after the school year

Work Hours: 8 hours a day 7:30am-3:30pm with paid lunch

Salary: \$29-\$30 per hour depending on level of experience

Benefits: Significant Insurance Contribution as covered in the Support Staff Handbook

Target Start Date: July 29, 2024

Qualifications: RN with Bachelor's Degree in Nursing
(RN-ADN willing to obtain Bachelor's Degree considered)

Desired Qualities: Fast learner with a willingness to work with a wide variety of duties
Friendly and Team Oriented Personality with a Desire to Help Others
Love of children of all ages and experience working with children preferred

Functions and Responsibilities:

1. Effectively identify students with illness or injury, level of care required, and execute where appropriate
2. Administer medications and monitor delegated medication administration in accordance with corporation procedures
3. Write and execute individualized health care plans for chronic or acute health conditions
4. Communicate with teachers and staff to ensure the safety and well-being of all students
5. Appropriately document medical services provided to maintain student health records
6. Ensure timely completion of state-mandated immunizations for all students
7. Provide necessary medical training for school staff
8. Maintain student confidentiality at all times
9. Maintain a clean, safe, and organized clinic
10. Administer state-mandated vision, hearing, and other screenings
11. Complete the annual IDOE School Health Report
12. Demonstrate effective organizational, management, and follow-through skills
13. Other duties as assigned