



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Director of Nursing Services**

**Job Description:**

Serves as Director of Nursing Services for the Corporation and oversees nursing staff in all four buildings. The Director of Nursing is expected to provide guidance and training needed to the nursing staff. This includes working with the Superintendent of designee in assigning hours and responsibilities. The Director of Nursing will assist the Principal in the evaluations of all building level nursing staff.

**Responsibilities:**

1. Provides training of employees regarding OSHA and Universal Precautions
2. Trains the building level staff regarding medication administration, EpiPen administration, Glucagon administration, and other special procedures such as tube feedings, urinary catheterizations, and other treatments
3. Provides annual CPR training for staff
4. Coordinates yearly employee health screenings
5. Coordinates Mobile Dentist visits for elementary students
6. Coordinates annual vision screenings with local optometrist for 1<sup>st</sup> graders
7. Compiles building level health data (immunizations, vision screening) for annual reporting to the IDOE
8. Maintains licensure in the state of Indiana (RN or LPN)
9. Maintains CPR certification (Health Care Provider) status
10. Compiles lists of students with chronic illness and extremely high risk (allergies, asthma, diabetes, seizures, medically fragile, etc.) and communicate necessary information to staff with direct contact
11. Administers first aid to staff/students, administer medication and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile, and/or injured children
12. Administers mandated screenings (vision) for the purpose of referring medical conditions and/or providing appropriate care
13. Assesses situations involving student safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, and referring for proper treatment
14. Collaborates with parents, students, teachers, staff, healthcare providers, and/or public agencies for the purpose of promoting and/or securing student health services
15. Counsels students and families on health conditions and lifestyle issues (i. g. mental health, pregnancy, sexually transmitted diseases, substance use, etc.) for the purpose of facilitating a healthier student population
16. Collects and maintains student health care plans and provides development of individual health plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians
17. Implements health care plans for students with health problems for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements

18. Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention
19. Maintains confidential student health information
20. Monitors students referred for illness and/or injury for the purpose of attending to their immediate healthcare concerns and initiating follow-up care
21. Maintains clinic supply inventory
22. Maintains a clean and safe clinic/work environment
23. Maintains AEDs in buildings
24. Provides basic supplies for teachers for caring for bodily fluids (gloves, trash bags, band-aids, disposable washcloth)
25. Maintains daily logs/electronic logs of clinic visits
26. Responds to emergency situations
27. Attends case conferences as needed
28. Serves as a resource to school personnel
29. Reports health and safety issues/concerns
30. Provides initial assessment for employee/student incident/accidents and file appropriate paperwork and refer as needed
31. Signs in new medications and maintain logs and appropriate paperwork
32. Communicates with building administrators any concerns regarding students/staff
33. Maintains confidentiality at all times
34. Follows all regulations from the Indiana Department of Education, OSHA and FERPA
35. Reports to and will be evaluated by the Superintendent or designee

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*