



MISSISSINEWA COMMUNITY SCHOOLS
Building Level Nurse

Job Description:

Serves as a building level nurse and will receive guidance from the Director of Nursing for the corporation.

Responsibilities:

1. When a student presents as ill, routinely checks degree of illness and makes determination concerning a student's need to return to class or to be sent home.
2. Administers routine first aid in accordance with established first aid procedures.
3. Participates in committee work, i.e., wellness curriculum committee, school safety committee etc.
4. Conducts school programs of immunization, physical examinations, and sight and hearing testing.
5. Trains and advises teachers in accordance with students' individual health plans.
6. Maintains up-to-date cumulative health records on all students in building.
7. Reports to parents, school personnel, physicians, clinics, and other agencies about student health matters.
8. Visits student homes when necessary.
9. Assumes authority, in accordance with his or her nursing license, for the care of a student or staff member who has suffered an injury or emergency illness.
10. Makes recommendations to administrators and staff on health needs of individual students.
11. Implements policy on exclusion and re-admission of students in connection with infectious and contagious diseases.
12. Assists school personnel in maintaining sanitary standards in schools.
13. Reports to the Director of Nursing for hours and responsibilities
14. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.
15. Evaluated by the Director of Nursing and Building Principal

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.)