

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
School Nurse	Assigned School	Principal/Superintendent
<p><b>JOB SUMMARY:</b></p> <p>Responsible for directing and overseeing the Health Services program for the District. Serves as a liaison between school, parents and community in health related matters.</p>		
<p><b>QUALIFICATIONS:</b></p> <p>Requires Bachelor’s Degree in Public Health Nursing and R.N. License, Public Health Nursing Certificate from the Department of Health and State Department of Education School Nurse License. Two to four years school or public health nursing experience preferred.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 186 days	FREQUENCY

		Elem	MS	HS
1	Develop written health plans for chronically ill or medically fragile students needing health procedures and accommodations, communicate with, support and monitor staff in implementation of the health plans and evaluate student outcomes	25%	25%	25%
2	Supervise and train Health Paraeducators and delegate health care services to and monitor care provided by them	20%	20%	20%
3	Develop, supervise and evaluate a system of first aid, illness management and emergency care and coordinate prevention and control of communicable diseases; provide emergency first aid	15%	15%	15%
4	Plan and implement the District’s preschool screening program consistent with Minnesota Statutes	14%	0%	0%
5	Serve as a resource to staff, students and families regarding health related concerns and health education, conduct health related classroom presentations as appropriate, meet with parents as necessary, conduct home visits and serve as liaison regarding health matters between the District and community agencies	7%	10%	10%
6	Plan and provide for vision and hearing screening with follow up referrals as appropriate and refer students for examination, treatment and monitoring of health issues	5%	5%	1%
7	Establish a student health record keeping system and review health records of all new students in order to ensure that all students have a health record consistent with Minnesota Statute	3%	3%	3%
8	Develop district health related policies and ensure compliance with district policies and state and federal laws and regulations	2%	2%	2%
9	Attend student planning and concerns meetings including Proactive Interventions for Kids (PIK) and IEP meetings as necessary	1%	3%	3%

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10	Implement and monitor student compliance with state immunization laws and file various health reports as required	2%	2%	2%
11	Serve as member of various committees such as Guidance, Child Abuse, Crisis Intervention and Curriculum committees	2%	4%	4%
12	Provide needed health information to appropriate bus drivers so that bus drivers are aware of student health problems	1%	1%	1%
13	Serve as the District’s Exposure Control Officer	0%	1%	0%
14	Serve as District contact person for sexual health student needs and pregnant teens and as liaison between teens and Wright County Public Health	0%	0%	3%
15	Attend meetings, workshops and training sessions as directed by supervisor	1%	2%	2%
16	Consultant, technical assistance adviser, and trainer for medical conditions to Kids Play and Bright Beginnings Staff	0%	0%	7%
17	Advise and plan for medical needs of students for field trips and chaperone as directed by supervisor	1%	2%	1%
18	Perform other related duties as assigned	1%	5%	1%

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SUPERVISOR’S APPROVAL

\_\_\_\_\_  
DATE

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COMMITTEE’S APPROVAL

\_\_\_\_\_  
DATE