

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

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
School Nurse	Assigned School	Director of Community Education
JOB SUMMARY: Primarily responsible for directing and overseeing the Health Services program for after-school care programs in the school district. Serves as a liaison between school, parents and community in health related matters. Other nurse-related duties as assigned.		
QUALIFICATIONS: Requires Associate or Bachelor’s Degree in Public Health Nursing and R.N. License.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days (salaried)	FREQUENCY

- | | | |
|---|--|-----|
| 1 | Develop written health plans for chronically ill or medically fragile students needing health procedures and accommodations in the District’s after-school care programs, communicate with, support and monitor staff in implementation of the health plans and evaluate student outcomes | 25% |
| 2 | Supervise and train Health Paraeducators and delegate health care services to and monitor care provided by them in the District’s after-school care programs | 10% |
| 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 as related to community education programs. | 10% |
| 4 | Plan and implement the District’s preschool and early childhood screening program consistent with Minnesota Statutes. | 10% |
| 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 | 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 | 8% |
| 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. Coordinate District’s immunization program. | 7% |
| 8 | Develop district health related policies and ensure compliance with district policies and state and federal laws and regulations | 5% |
| 9 | Act as District principle trainer for CPR. | 7% |

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

TASK NO.	DESCRIPTION	FREQUENCY
10	Implement and monitor student compliance with state immunization laws and file various health reports as required	2%
11	Serve as member of various committees such as Guidance, Child Abuse, Crisis Intervention and Curriculum committees	2%
12	Advise and plan for medical needs of students for field trips and chaperone as directed by supervisor	2%
13	Perform other duties and services as directed including being available on call-during hours designated for the after-school or before-school programs.	2%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE