

Ankeny Christian Academy School Nurse

Purpose of Position:

The School Nurse oversees and administers health services, policies, and programs for ACA students. The school nurse's role is to support student learning by serving as the school's health professional and as an advocate for the individual student. The school nurse relies on student-centered, evidence-based practice and performance data to inform care. This position may be required to assist with screening, verification of records, and ordering medical supplies during the summer..

Position

- **Full-time, School year, other hours PRN**
- **Salaried, contracted employee**

Reports To: **Operations Director**

Evaluated By: **Operations Director**

Direct Reports: **None**

School Nurse Responsibilities and Expectations

Requirements and Qualifications:

- BSN required
- Instructor First Aid/CPR training or ability to obtain certification.
- Nursing experience in a school setting, pediatrics, urgent care, or ER strongly preferred.
- Potential to teach health classes

Spiritual Qualifications:

The School Nurse accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The School Nurse believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore the School Nurse agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The School Nurse agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The School Nurse reports to the Operations Director. This position will be annually evaluated and approved by the Operations Director for continued employment.

Health Services:

- Evaluate students and recognizes signs and symptoms suggestive of illness, including communicable diseases, and advises parent/guardian regarding follow-up services.
- Use active communication to build positive relationships with students, parents, staff, and community members.
- Provide appropriate written instruction on medical/health related procedures school personnel are required to implement.
- Provide leadership in planning for the provision of proper emergency care and first aid for sudden illnesses or accidents incurred under school jurisdiction.
- Administer prescription and non-prescription medication according to physician and parent authorization.
- Collaborate and consult with family service providers.
- Provide health counseling to students and parents.
- Provide assistance for referrals to human service agencies and varied community resources.
- Maintain and update the medical section of the student database with the following:
 - Detailed daily log of student visits and parent/physician communication in the medical section of the student database.
 - Current allergies, medications, and medical diagnosis of students, per parental permission and disclosure.
- Function as an active member of a multidisciplinary team to provide health expertise in planning and evaluating the need for an individual health and education plan.
- Develop individualized student health and emergency care plans for students with special health care needs.
- Coordinate health screenings (vision, hearing etc.) and provide referral communication to parents as applicable.
- Assist teachers in health instruction through teaching or as a resource (human growth and development).
- Contribute to the in-service education programs to improve the quality of care and contribute to patient advocacy and knowledge.
- Engage in continuing education as required for the position and to stay informed of current school health initiatives and practices.
- Serve on the school's Crisis Management Team
- Maintain medical response equipment and school's medical supplies

Possible Education Resource:

- Teach health class
- Teach First Aid/CPR classes
- Teach Medication administration, epipen, seizure, inhaler hands-on training

Administration:

- Establish, update and maintain confidential student health and immunization records, and communicate pertinent health data to school personnel.
- Monitor compliance of the school health program with federal, state and local laws, regulations and policies.
- Maintain security of school health supplies.
- Assist in the pursuit of grants, funding for medical needs/equipment
- Write medical 504 plans. Attend medical 504 meetings
- Responsible for the oversight and management of Automated External Defibrillators (AEDs) within the school, including conducting regular inspections, ensuring proper maintenance, verifying readiness for emergency use, and maintaining compliance with all applicable health and safety guidelines.
- All other duties as assigned.

Physical Requirements to Fulfill the Essential Functions of this Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAI LY	NOT APPLICAB LE
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs				x
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs				x
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs				x
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			x
DRIVING				
WORKING ENVIRONMENT	OCCA-SIONA L	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			x	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.