

## **Red River Parish School Board**

### **Job Description**

**TITLE:**                   **School Nurse**

**Qualifications:**       Must have a current license as a Licensed Practical Nurse (LPN).

**Superordinate:**        Director of Child Nutrition  
                                  Superintendent or Designee

### **Performance Responsibilities**

1. Serves as an advocate for the child.
2. Screens student health and development status per state requirements.
3. Maintains a comprehensive health history, health appraisal record's system and bills Medicaid accordingly.
4. Serves a resource person in interpreting health and development assessments to students, parents and educators.
5. Refers students to appropriate community resources for necessary services.
6. Checks on a scheduled basis, immunization status of students and refers for insufficient level.
7. Acts as a participant in developing and implementing the Wellness Policy of the school system.
8. Keeps and inventories supplies monthly.
9. Meets all guidelines established by the State Department of Education for the School Health Nursing Service Programs.
10. Exhibits ethical and moral character and encourages the same within the faculty, staff and student body.
11. Meets the Professional Development requirements in Bulletin 1525.
12. Participate in supervision of students in clinical rotations.
13. Performs any other duties as assigned by superordinate.

### **Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

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Employee Name (Print)

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Employee Signature

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Date

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Immediate Supervisor

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Date

Terms of Employment:

10 Months