

**Shell Knob School District  
Shell Knob, Missouri**

**Job Title:** RN Coordinator

**Qualifications:**

- 1.) High school diploma or GED
- 2.) Preferred bachelor's degree from an accredited institution of higher learning
- 3.) Valid Missouri registered nurse license
- 4.) Certified in CPR
- 5.) Demonstrated ability to perform required duties
- 6.) Interest in and aptitude for working with children
- 7.) Respect for confidentiality of information
- 8.) Demonstrates the ability to relate effectively with co-workers, students and the public

**Reports to:** Superintendent

**Job Goal:** To provide quality medical services to the students and employees of the school. To create health awareness to the Shell Knob school community.

**Performance Responsibilities:**

Screening:

- Assesses and evaluates the health and development status of students through appropriate screening techniques
- Assumes responsibility for selection and referral of students identified by the screening process as needing medical or other care
- Compiles information including observations, appropriate medical records, and screening results. Interprets this data to students, their families, and school personnel
- Utilizes health record information to initiate preventive, remedial, or rehabilitative action
- Monitors pupil immunizations as required by the law
- Supervises the recording of screening data and other significant information in cumulative health records
- Supervises cumulative health records and performs clerical duties as local school policy allows
- Supervises routine and follow-up screening procedures

Follow-up/Counseling/Referral

- Participates in health counseling, planned and unplanned, with individuals and groups to assist student(s) in improving their health status and promoting self-care, decision making and wellness behavior
- Interprets nursing assessments and medical evaluations to students, families, and school personnel

- Plans and supervises daily care of students with handicapping conditions
- Performs follow-up nursing care on children with identified health needs

#### Education

- Incorporates health teaching in all activities performed
- Participates as a team member in developing and evaluating IEP's needed for students with special health problems
- Participates in a team approach to health education by providing expertise to supplement the curriculum and methodologies which are the realm of the classroom teacher
- Provides teachers with up-to-date data, accurate resource materials for classroom instruction
- Assists parents in learning about health problems and aspects of parental responsibility for the health care and maintenance of their children.
- Provides orientation, training, and supervision to Licensed Practical Nurses and ancillary personnel
- Provides relevant health instruction, counseling, and guidance for students, school personnel, parents, and other on subjects such as first aid and emergency procedures, specific health problems, and other areas as needed
- Plans, initiates, and monitors preventive programs in designated classrooms
- Supervises weekly fluoride mouth rinse in designated classrooms

#### Health Room/Emergency Care

- Plans, organizes and coordinates a method of providing medical care of students and school personnel (first aid, emergency care, care of ill students, wellness)
- Supervises maintenance of the health rooms, to include ordering supplies and equipment
- Monitors accident reports to identify potential hazards and encourage their elimination
- Participates in the development and revisions of written first aid and emergency policies
- Administers first aid, care, and comfort to ill or injured students as stipulated by written school health policies and procedures, if properly trained
- Takes and records accurate/appropriate vital signs and other symptoms presented by the student
- Maintains daily log of all children seen for health related problems

#### Evaluation

- Compiles accurate data and utilizes research findings for planning, implementing and evaluating school health programs