CARROLL COUNTY BOARD OF EDUCATION
Job Description for Assistant to the District Health Nurse

QUALIFICATIONS: LPN Degree in nursing from an accredited college or university.
One year of related nursing experience preferred.
Excellent organizational and interpersonal skills.

POSITION DESCRIPTION: 40 hours per week
195 days a year
Classified

REPORTS TO: Director of Pupil Personnel

PERFORMANCE RESPONSIBILITIES:

1. Coordinate services with the Family Ties Resource Center and Youth Service Center.

2. Administer first aid or nursing care for accidents, seizures, preventive medicine and other educational-related medical problems, provide CPR and first aid to school employees as needed.

3. Conduct height, weight, vision, hearing, scoliosis and other health screenings as required; provide screening for head lice and observe students on a regular basis to detect health needs.

4. Refer students to appropriate personnel, resources or clinics and follow-up as necessary.

5. Maintain health records and medical logs; update immunization and student records as needed, prepare and submit periodical medical reports for appropriate organizations or district personnel and assure compliance with established laws and regulations.

6. Dispense and retain medication and perform medical treatment in accordance with physician’s instructions within district guidelines.

7. Communicate with various community health agencies and civic organizations to exchange information, coordinate activities and obtain student needs such as medication, glasses, hearing aids, and clothing needs.

8. Conduct training for students, parents and school staff as required.

9. Provide information and make recommendations to principals, substitutes, teachers, and parents regarding health issues of students and school health program needs, develop programs to meet school health needs.

10. Make home visits as required; authorize readmission to school if necessary.
11. Maintain stock of first aid supplies; assure medical equipment is in proper working condition; order supplies and equipment as needed.
12. Participate in screening for health defects and sanitary conditions in school.
13. Maintain current knowledge of medical advances and information, public health issues and treatment procedures.
14. Supervise and evaluate health care assistants as required by district guidelines.
15. Any other duties assigned by immediate supervisor.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Carroll County Board of Education policy

**EVALUATION:** Performance of this position will be evaluated in accordance with Carroll County Board of Education policy.