

**Phoenix Union High School District No. 210**  
**4502 North Central Avenue**  
**Phoenix, Arizona 85012**

*Equal Opportunity Employer*

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<b>POSITION TITLE:</b>	School Nurse	<b>DIVISION:</b>	Instruction
<b>WORK YEAR:</b>	9 Months	<b>DEPARTMENT:</b>	
<b>LOCATION:</b>	Various School Sites	<b>SALARY SCHEDULE:</b>	Nurse

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**GENERAL STATEMENT OF RESPONSIBILITIES:**

**MAJOR DUTIES:**

1. Maintain the school health center.
2. Establish and Maintain accurate and complete health records including cumulative health records and emergency information on students.
3. As appropriate, provide information to all staff regarding acute and chronic student health problems.
4. Carry out first aid and emergency care procedures as needed.
5. Participate in identification, health evaluations case management and appropriate care for chronically ill or physically disabled students as requested by the ESS Facilitator.
6. Administer medications according to applicable laws and school district policies.
7. Implement district policies and state statues regarding communicable diseases, infectious diseases and animal bites including exclusion and readmission of students and communication with parents, administration and government agencies as required.
8. Provide appropriate health counseling and consultation for students, parents and staff.
9. Prepare and/or distribute health and safety information to students, staff and parents.
10. Conduct classroom seminars on health related topics as appropriate.
11. Conduct and/or participate in staff in-service and parent education programs.
12. Assist other school personnel in establishing safe and sanitary conditions in the school.
13. Work with parents, health care providers and others for the improvement of health services available to students.
14. Assist in conducting research activities to improve the school health program.
15. Alert school administrators to community health trends and problems.
16. Attend and participate in faculty and staff meetings.
17. Participate in the M.I.P.S. program where applicable.
18. Perform other duties as assigned.

**POSITION TITLE: School Nurse**

**QUALIFICATIONS:**

1. Valid Arizona State Board of Nursing License.
2. Desire to work with children to promote the school health program.
3. Current CPR certification.
4. Experience as school nurse in public high school setting preferred.
5. Must be certified as an LPN or RN

**SUPERVISION RECEIVED:**

Assistant Superintendent for Instruction or designee

Building Principal

**SUPERVISION GIVEN:**

<b>PREPARED BY:</b>	<b>APPROVED BY ASST. SUPT.:</b>	<b>APPROVED BY HUMAN RESOURCES:</b>	<b>JOB NUMBER:</b>	<b>EFFECTIVE DATE:</b>	<b>REVISED DATE:</b>
DW	NG	NG	3328	04/29/2008	7/19/2015