

MADISON CREATIVE ARTS ACADEMY

JOB DESCRIPTION

SCHOOL NURSE

Position	Reports To	Position Type
School Nurse	Principal/Executive Director	Salary / Exempt
Work Schedule	Salary Schedule	Last Updated
10-Month Position 7:30am – 4:00pm	Set Annually Performance Based Schedule	January 25, 2024

MAJOR FUNCTION:

The Licensed Practical Nurse coordinates the health services for students and employees within the school and ensures that all health services comply with Federal and State laws and standards. The LPN provides assistance and care of sick and injured students, maintains health and medical documentation for the school, performs medical procedures as necessary, and is part of the educational team for health education and promotion, and student safety and security.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, update, and maintain health related policies, protocols, and procedures based on evidence based research, standards of care, and with input from the Medical Advisor and associated committees/boards.
- Perform nursing tasks consistent with educational preparation commensurate with certification/licensure.
- Provide emergency care of student illness or injury and in procedures of emergency care.
- Communicate with parents/guardians and children regarding health problems with cultural competence.
- Participate in student evaluations and develop student health care plans for students with significant chronic health needs.
- Refer emergency situations to parents, physicians, and hospitals, referring non-emergency situations to parents and appropriate personnel.
- Maintain connections with community agencies, schools and families to provide on-going health support.
- Support wellness and health activities to improve and maintain a healthy school environment.
- Assist in the prevention and control of communicable diseases.
- While maintaining student confidentiality, act as a resource for teaching staff in appropriate medical processes and/or procedures.
- Initiate teaching of nursing tasks to staff members.
- Act as a resource person to staff members for materials pertaining to various health units.

- Conduct informational/educational program(s) on human growth and development, physiology and hygiene, and/or other curricular health needs as directed by the curriculum director or administrator.
- Assist in obtaining and maintaining emergency cards, immunization records and other appropriate medical documents for students and personnel.
- Monitor students' health status during periods of short-term rest or recovery; follow up on medically excused absences as necessary.
- Assist in preparing the preliminary budget for supplies, materials and equipment. Assists with inventorying of supplies and equipment, making recommendations toward the purchases of larger medical/office equipment.
- Participate in Professional Development.
- Perform other duties as assigned by the district administrator

MINIMUM QUALIFICATIONS:

- Experience, Education and Licensure/Certification
- Licensed Practical Nurse FS464 preferred
- Current CPR certification (maintenance of certification while employed) / AED
- Experience working with school age children, staff, parents/guardians and physicians

SALARY AND BENEFITS:

Salary amounts are set annually by the Board of Directors. Consistent with the requirements of Florida statute, this school uses a performance based salary schedule for all new employees whereby pay increases are based on staff evaluation results from the previous year.

MCAA participates in the Florida Retirement System. In addition, the school offers an array of benefits for employees, and will contribute up to approximately \$4,200 per full-time employee towards health insurance benefits per year.