

SOUTHAMPTON COUNTY SCHOOLS

P.O. Box 96 • Courtland, VA 23837
Phone (757) 653-2692 • Fax (757) 653-9422

Dr. Alvera J. Parrish, Division Superintendent

Dr. Deborah Goodwyn, Chairman
James Pope, III, Vice-Chairman

JOB DESCRIPTION

Job Title: SUBSTITUE SCHOOL NURSE

Reports To: Principal

Primary Function:

To provide health services and leadership in establishing a complete and effective program of school health.

DUTIES AND RESPONSIBILITIES

- To work with staff as a consultant in defining the health needs of students and in planning the health education program and health services needed to meet them.
- To act as a resource teacher upon request by teacher or principal.
- To provide extra health and dental resource material for the teacher.
- To provide individual health instruction and emotional guidance for the individual student.
- To supply and adequately maintain the school medical clinic.
- To keep current and accurate medical records on each student.
- To administer individual screening of vision, hearing and scoliosis, and evaluate, refer and follow-up as required by Virginia school law and school board regulations.
- To assist with pre-school registration and interpret health requirements as required by the school board and administrative regulations.
- To make medical inspections and identify medical problems. When a physical defect is found, the information will be shared with other involved school personnel.
- To review health appraisals and follow-up of all deficiencies reported.
- To approve early dismissals for health reasons.
- To assume authority, in the absence of a physician, for the first aid care of a student or staff member who has suffered injury or emergency illness.
- To supervise all medicine brought to school by students and provide medication only as directed by division regulations.
- To implement school board policy on exclusion and readmission of students in connection with infectious and contagious diseases and infested conditions.
- To make home visits to assist with health related absentee problems.
- To attend conferences in relation to home, school and community health problems of the student.
- To become involved in professional inservice growth.
- To perform other duties as assigned by the

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Boykins District
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Capron District
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Drewryville District
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Jerusalem District
Christopher Smith

Newsoms District
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At Large
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QUALIFICATIONS:

- Graduate of an accredited program of registered nursing.
- Current licensure to practice in the Commonwealth of Virginia.
- Valid Virginia Driver's License.
- Two years successful working experience with reference/s/ giving evidence of competency in nursing care practices.
- Have qualities of character and personality which merit the confidence and respect of students, staff and parents.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of classified personnel.

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