



## Appomattox Regional Governor's School

“Nurturing gifted and talented creative thinkers in the fine, performing and technological arts.”

### POSITION DESCRIPTION

**Date:** June 16, 2022

**Job Title:** School Nurse (RN or LPN)

**Work Location:** ARGS – High School

**Supervisors:** Director/Assistant Director

**Terms of Employment:** Full-time

#### **General Description:**

Provide health care assistance to students, handle routine and non-routine medical situations within standard medical practices. Requires handling of sensitive information or dealing tactfully with others, some judgment is required. Work is under general supervision without specific guidelines.

#### **Essential Job Functions:**

- Maintain confidentially with students' health information (HIPPA).
- Attend to health and first aid needs of students in school.
- Performs treatment procedures in accordance with physician's order.
- Treats minor accidents and health emergencies.
- Contact the emergency services and notify legal guardian.
- Treats faculty and staff members as needed.
- Manage over the counter and control substance medications.
- Maintain current health information on students with medical conditions.
- Assist with special procedures for students with special health needs.
- Send scoliosis screening letters to parents of the freshman class.
- Coordinate and schedule CPR training for staff and school license personnel.
- Maintain faculty and staff CPR, AED and Epi Pen training records.

- Train faculty and staff as needed on medical procedures as needed.
- Maintain a well-equipped clinic.
- Serve as a member of the Crisis Management Team.
- Perform other related duties as assigned.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands to finger; reach with hands and arms; handle paper files, records, computer and equipment controls; talk and hear. The employee is required to stand, walk and sit. May be required to use crisis prevention or intervention techniques. May be required to lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**Work Environment:**

Work is performed in a public high school. The noise level in the work environment varies.

**Knowledge/Skills/Abilities:**

- Thorough knowledge and certification in CPR/AED.
- Comprehensive knowledge of medical conditions, practices, medication and treatments.
- Ability to screen and assess illnesses, injuries to determine appropriate immediate treatment.
- Some knowledge of childhood growth and development.
- Knowledge of clerical procedures to obtain appropriate medical assistance to handle emergencies.
- Ability to work well with students, staff and parents in a professional manner.
- Maintain care plans on those students with asthma, diabetes, seizures, allergies and other medical conditions.

**Requirements:**

Education, training or experience sufficient to demonstrate the required knowledge, skills and abilities. Has current nursing state license and certifications.

**Submit ARGS employment application, resume and three letters of recommendation to: Mrs. Veronica A. Kouassi Small, Assistant Director at (804) 722-0200 ext. 110 or email [ykouassi-small@args.us](mailto:ykouassi-small@args.us).**

**Position will be open until filled.**