NEW ORLEANS PUBLIC SCHOOLS
JOB DESCRIPTION

SCHOOL NURSE

JOB GOAL: Enhance the educational opportunities in New Orleans Parish Public Schools by promoting the health and well being of all students.

QUALIFICATIONS: Graduate of an accredited school of nursing, bachelor’s Degree preferred but not required. Licensed by State Board of Nursing to practice as a Registered Nurse. Minimum of two years’ experience as a registered nurse, Specialization in working with children and adolescents preferred. Eligible for certification by the State Department of Education as a school nurse.

SUPERVISION: Licensed Practical Nurse, Health Care Assistant, School Site Trained Unlicensed Personnel

REPORTS TO: Principal and Health Services Coordinator

RESPONSIBILITIES:

1. To meet those standards of performance for nursing assignment develop by Orleans Parish Schools and all applicable local, state and federal guidelines.
2. To know and adapt the standards of nursing practice to a school setting.
3. To conduct and coordinate health screening programs at periodic intervals or on referral, as specified by local state or federal mandates.
4. To refer identified health problems to the appropriate resource for correction and/or amelioration.
5. To initiate follow-up of identified health problems as required.
6. To interpret health status and/or problems to the student, parents and school personnel and to make recommendations when appropriate.
7. To plan, coordinate and implement a program of health instruction.
8. To serve as a resource to school personnel regarding various aspects of health education.
9. To maintain up-to-date cumulative health records on all students, and to complete required administrative records.
10. To assist in the control and communicable disease in the schools.
11. To assess and assist in maintaining a safe and healthful school environment.
Salary Range: Appropriate Teacher Salary Schedule

**How to Apply:** Interested applicants should mail, e-mail or fax a letter of interest, resume and a copy their Louisiana Teaching Certificate to the Chief of Staff, Dr. Armand B. Devezin, 3520 General DeGaulle Drive, Suite 5055, New Orleans, Louisiana 70114. The e-mail address is **job_applications@opsb.us** and the fax telephone number is (504) 379-4171. **Applicants not following the application directions or meeting the requirements in the job description will be eliminated from the process.**

**DEADLINE TO APPLY:** June 2, 2014