

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** One-on-One School Nurse

**Department:** Safety & Health

**Grade** I (LPN) or K (RN)

**H.P.D.** 7.5 – 8 depending on individual needs

**D.P.Y.** 196

**Job Description**

**Date Reviewed:** June 2021

**Reports To:** Principal/Special Education/  
Student Health Services Supervisor

**Purpose of Job**

The purpose of this job is to provide optimum health care to students within the school setting as a Special Education one-on-one school nurse.

**Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Reports to parents, school personnel, and other health personnel regarding student health matters.

Conducts health services based on student’s medical needs and individual healthcare plan.

Attends committee meetings and conferences regarding health services and health curriculum specific to assigned student.

Advises on modifications to meet health needs of an individual student.

Advises teachers on health matters regarding the individual student.

Adheres to Universal Precautions in all situations.

Documents adequately on appropriate CMCSS forms and electronic medical record

Administers medications per physician orders and contacts physicians when needed.

Performs nursing procedure per physician orders and within nursing scope of practice.

Adheres to confidentiality concerning privileged information.

Properly secures all medication and supplies.

Assists other CMCSS schools in nursing procedures as directed by District RN

Maintains a professional image at all times by wearing clean and wrinkle free uniforms/scrubs.

**Additional Job Functions**

May be required to float to assist at other schools as directed by District RN.

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions:** Current Tennessee or Multi-State Licensed Practical Nurse (LPN) or Registered Nurse (RN) license. Experience in a K-12 school setting preferred but not required. Home health experience preferred but not required.

Current Basic Life Support (BLS) certification by the American Heart Association. Knowledge of First Aid procedures. Tennessee Driver's License.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System. Has thorough knowledge of health practices. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 60 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.

- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**