



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Nurse, RN
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to work directly with students with physical, emotional and/or intellectual impairments within the school district.

Essential Functions of this Job

Works with other health education and district staff to serve students with special needs, including physical, emotional and intellectual. Will assess campuses for accessibility and to ensure adequate facilities exist for students. Will perform personal care procedures (e.g., catheterization) and perform and/or supervise medical procedures (e.g., tracheotomy care) on students and train appropriate school personnel in performing same. Will present pertinent health education programs. Will participate on advisory committees as requested. Will perform liaison functions with various outside agencies serving students with special needs as described

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of school educational programs and school health. Ability to serve special needs students in providing physical, emotional and intellectual care professionally and with compassion. Ability to communicate well, both orally and in writing. Flexible to travel throughout the school district. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Position Title: Nurse, RN

Current, valid Florida RN license is required. Graduation from an accredited two- or four-year college within a nursing program is preferred. Valid Florida driver's license is also required.

Work Context:

Requires some sitting and standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with both internal and external contacts, students, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions, and the ability to frequently lift, carry, or otherwise move and position students and/or objects weighing 40 or more pounds, with help as necessary. Requires travel at times to other schools within the district.

Local Code: 2036

EEO5: 44

Approval Date: 2010-04-27

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.