



# WAVERLY

## COMMUNITY SCHOOLS

Pride. Tradition. Excellence.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### SCHOOL NURSE

**Department:** Student Services  
**Location:** Winans Elementary School  
**Annual Salary:** \$55,000

#### ALL APPLICANTS

A COMPLETED ONLINE APPLICATION IS **REQUIRED**.  
See application instructions at:  
[School Nurse One to One 2025 181 Days](#)  
Resume and cover letter may be:

- Attached within the online application (preferred)
- Faxed: (517) 321-8577

Mailed: Waverly Community Schools, 515 Snow Rd.,  
Lansing, MI 48917

### **JOB SUMMARY**

The nurse works in collaboration with other members of the educational and healthcare team to coordinate and provide health services to students to enable them to participate in the educational process. The nurse uses clinical judgment to assess and treat students' illnesses and injuries. The school nurse may delegate and supervise support staff providing health services to students. The school nurse is a leader in health promotion and disease prevention and works to maintain a safe school environment.

## **ESSENTIAL JOB FUNCTIONS**

***Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:***

- Determines medical needs of all enrolled students via communications with parents, home supervisors, family physician and other medical specialists.
- Provides school staff with general medical information and specific health concerns for each student.
- Coordinates all vision, hearing, dental and other health related screenings done at the school.
- Communicates with other medical or health related agencies to obtain necessary services or information for students.
- Stores and dispenses prescribed medication to students as necessary and arranges with parents for the supply and replenishment required for each student.
- Leads the district wellness committee.
- Participates in the district attendance committee.
- Develops and maintains a written individualized healthcare plan for student health concerns that is consistent with the students' changing needs/goals. The care plan is congruent with physician orders, district policies and procedures and legal mandates.
- Provides and/or delegates health services consistent with the written plan of care.
- Provides emergency medical treatment when necessary and communicates with parents/home supervisors regarding related circumstances.
- Oversight of the sex education advisory board for the district.
- Assists in the learning process by providing students with basic instruction in health-related objectives.
- Provides training to staff on such topics as CPR, and basic instruction of health-related objectives.
- Advise administration on public health related concerns and policies and procedures to prevent the spread of

communicable diseases and illnesses.

- Maintains records of the required immunizations for all students and advises parents when additional immunizations are needed.
- Examines students referred for suspected physical abuse and informs school administrator of conditions.
- Attends school staff meetings and IEPC meetings for specified students.
- Demonstrated organizational skills.
- Good attendance
- Other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Licensed as a Registered Nurse in the State of Michigan
- Bachelor's degree in nursing
- Maintenance of yearly CPR certification
- School Nurse Certificate or ability to obtain.

### **Preferred Qualifications:**

- A minimum of one year of nursing experience
- Experience with medically fragile children

### **Knowledge, Skills and Abilities:**

- Ability to make quality, independent decisions and solve practical problems with a variety of variables
- Ability to instruct and direct the work of others
- Able to work effectively and efficiently under tight deadlines, high volumes, and multiple interruptions
- Ability to apply knowledge of current research and theory to nursing practice to meet the needs of students
- Ability to establish and maintain effective working relationships with diverse students, peers, parents, and community
- Time management and organizational skills
- Effective written and verbal communication skills.

## **ADA REQUIREMENTS**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate.

### **MENTAL FUNCTIONS**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

### ***Non-Discrimination***

***The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.***

***Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***