



GOVERNMENT OF THE US VIRGIN ISLANDS  
DEPARTMENT OF EDUCATION  
DIVISION OF HUMAN RESOURCES

**POSITION: SCHOOL NURSE**

**INTRODUCTION**

Under general and technical supervision from the school principal or a nursing supervisor, as appropriate, performs professional nursing work at a public school. An employee in this class works as a member of the school staff and is responsible for assisting in the professional nursing activities concerned with a variety of school health matters such as health appraisal, emergency care of accidents and illness, record keeping, and periodic instructional activities. The employee is expected to use acquired nursing training and some judgment, especially in handling emergency and accident situations. Supervision is not usually exercised over other employees.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Attends to students who are injured or who become ill while at school, administers first-aid and other emergency nursing treatment, and arranges for medical attention where the circumstances indicate.
- Assists in selecting first-aid supplies to be kept at the school and secures and carries out medically approved written instructions for care of sick or injured students.
- Confers with students and parents regarding health problems when requested.
- Assists with a variety of screening activities to ascertain student health appraisal.
- Excludes and readmits students in accordance with existing school health regulations and policies.
- Assists with in-service training activities by giving instructions to students and school personnel in such subjects as nutrition, rest and relaxation, communicable diseases, home health care, and interprets such subjects to parents.
- Maintains accurate and clear records of the health of school children in accordance with applicable regulations and procedures.
- Assists teachers and health authorities when special community health programs are carried out.
- Performs other related work as required.

**KNOWLEDGE AND ABILITIES**

- Considerable knowledge of modern nursing principles, practices and techniques and the ability to apply them to school health situations.
- Considerable knowledge of departmental policy, regulations, and procedures applicable to the school health program.
- Knowledge of the methods of prevention and control of communicable diseases.
- Ability to explain the principles of the school health program to parents and students.
- Ability to prepare instructional material for in-service training purposes and to impart such information to persons undergoing such training.
- Ability to use modern and acceptable professional nursing techniques and procedures in treating illness or injury.
- Ability to keep clinical records on the health of students.

## QUALIFICATIONS

- Baccalaureate degree from a state or territorial accredited program in nursing to include public preparation within the basic program preferred, or
- A graduate of a state or territorial approved program in nursing. Two years experience in clinical nursing, and fifteen semester hours (or equivalent) in public health nursing.
- Possession of a current license to practice as a Registered Nurse in the United States Virgin Islands.
- Possession of a current motor vehicle operator's license valid in the United States Virgin Islands.

Revised 3/21/03

"No person shall be discriminated against in employment or in any educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap or age."

Complainant may write to: Director  
Division of Human Resources  
2133 Hospital Street  
Christiansted, VI 00820

Director  
Division of Human Resources  
44-46 Kongens Gade  
St. Thomas, Virgin Islands 00802