



**MOC-FLOYD VALLEY**  
COMMUNITY SCHOOL DISTRICT

## Secondary School Nurse

<b>REPORTS TO</b>	Administration
<b>POSITION INVENTORY</b>	Classified
<b>FLSA STATUS</b>	Exempt
<b>FT/PT</b>	FT
<b>START DATE</b>	8/2026

### JOB SUMMARY

The Secondary School Nurse will support the health, safety, and academic success of our middle and high school students, grades 6-12. The nurse will provide direct care, manage chronic health needs, and collaborate with families, staff, and local healthcare providers to ensure students are healthy, safe, and ready to learn with a steadfast commitment to supporting student well-being within a caring school community.

### SCHEDULE

The Secondary School Nurse schedule will follow the school calendar for licensed staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Health Assessments: Conduct regular health assessments and first aid, including health screenings and emotional/behavioral screenings within the school setting.
- Emergency Care: Act as the first responder in medical emergencies, providing immediate care for injuries, allergic reactions, and other urgent health issues.
- Medication Administration: Administer medications and treatments as prescribed by healthcare providers, ensuring compliance with school policies.
- Chronic Condition Management: Develop and implement individualized healthcare plans for students with chronic health conditions, ensuring they receive appropriate care and support.
- Record Keeping: Maintain accurate and confidential student health records, documenting assessments, treatments, and communications with parents and healthcare providers.
- Health Education: Educate students, staff, and parents on health-related topics, including disease prevention, nutrition, and hygiene practices.
- Collaboration: Work closely with teachers, parents, and healthcare professionals to promote student health and well-being, and to address any health-related concerns, while contributing to a positive, supportive school environment.
- Other duties as assigned.

### QUALIFICATIONS

Current Iowa Registered Nurse (RN) license required; BSN preferred. Current CPR/AED certification. Experience in pediatrics and school nursing is preferred. Employee is expected to demonstrate continued professional growth specific to the program(s).

### COMMUNICATION SKILLS

Strong written and verbal communication skills are critical to the success of this position. Must possess the ability to communicate effectively with a variety of individuals and groups from all levels of the organization, including staff, principals, and central administration. Communication will include individual to large group presentations as well as written communications and reports. Individuals must have effective listening skills.

### ANALYTICAL & REASONING SKILLS

Strong organizational and interpersonal skills are essential, along with the ability to handle emergency situations efficiently.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds occasionally, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the MOC-Floyd Valley School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, or sexual orientation in its employment practices.

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

The statements contained herein describe the scope of responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract