

**POSITION DESCRIPTION (Please Read Instructions on the Back)**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Arlington, VA</b>		5. Duty Station		1. Agency Position No. <b>0478</b>	
Explanation (Show any positions replaced) <b>Updates duties and responsibilities of the PD with the same number.</b>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code <b>0478</b>	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	<b>0478 School Nurse</b>	<b>TP</b>	<b>1701</b>	<b>C0</b>		
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (If different from official title)

17. Name of Employee (If vacant, specify)

18. Department, Agency, or Establishment <b>Department of Defense Education Activity</b>		c. Third Subdivision <b>District</b>	
a. First Subdivision <b>Department of Defense Dependents Schools</b>		d. Fourth Subdivision <b>School</b>	
b. Second Subdivision <b>Area</b>		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

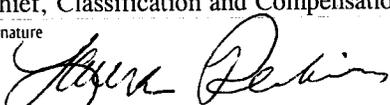
Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
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<p>21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</p> <p>Typed Name and Title of Official Taking Action <b>Laura Perkins</b> <b>Chief, Classification and Compensation</b></p> <p>Signature  Date <b>DEC 7</b></p>	<p>22. Position Classification Standards Used in Classifying/Grading Position</p> <p><b>US OPM Position Classification Flysheet for General Education and Training Series, GS-1701, TS-109, October 1991.</b></p> <p><small>Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.</small></p>
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23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
**Standardized position description for use in any DoDDS school.**

25. Description of Major Duties and Responsibilities (See Attached)

## **0478 School Nurse**

### **INTRODUCTION**

The Department of Defense Education Activity (DoDEA) is a major Department of the Defense (DoD) field activity with worldwide scope. DoDEA delivers, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment. The Domestic Dependent Elementary and Secondary Schools (DDESS), located within the continental United States as well as Guam and Puerto Rico, and the Department of Defense Dependents Schools (DoDDS), located in foreign areas, provide a preschool through grade 12 educational program that inspires and prepares all students for success in a global environment. DoDEA is one of the largest, most diverse and geographically dispersed school jurisdictions. All schools in DoDEA are fully accredited and the DoDEA educational program consistently rates at or near the top in comparison with other school systems.

This standardized position description for School Nurse is appropriate for use at any DoDEA school. The School Nurse serves as a specialist and consultant in school health, working with the educational and medical agencies in the planning, implementation, and evaluation of the school health program of the assigned school.

### **SUPERVISORY CONTROLS**

Work is performed under the supervision of the School Principal who reviews completed work in terms of meeting goals, appropriateness, effectiveness and general quality of the school health program.

### **DUTIES AND RESPONSIBILITIES**

Participates in the formulation of objectives, standards, and policies of the School Health Program. Plans cooperatively with the school administrator and local medical officers on the relationship of the school health program to the total community health program. Follows established medical policies and guidance by installation medical authorities. Keeps the administrators and other school personnel informed about issues and acquaints them with resources of the community. Works with advisory groups on the School Health Program. Assists in the development of the School Health Program budget. Using records, reports, and statistical information, appraises and plans the school health program.

Participates in health curriculum planning and evaluation. Serves as health resource person to teachers and other personnel. Plans with and assists teachers in the instruction of certain health units, teaching classes on health topics as deemed appropriate.

Collaborates with students, parents, and school personnel to plan action for eliminating or minimizing the health issues of students. Serves as health consultant to personnel in the school and to parents. Is responsible for educational follow-through with parents regarding all school health emergencies.

Participates in planning appropriate policies and procedures for care during emergencies, reporting of injuries and illnesses, and maintenance of adequate records. Arranges for and assists with physical examinations and immunizations provided in the school.

Administers first aid care and refers students for follow-on health care as appropriate.

Creates in the community an awareness of the health needs of school children and works with physicians, dentists, community groups, and school faculty on matters relating to the school health programs.

Works in coordination with the school guidance counselor to provide services to students with special needs. Participates with school personnel in regularly scheduled team meetings to discuss special needs of students. Participates in faculty meetings and parents' meetings.

Adheres to and implements safety and security procedures; creates a school climate conducive to learning, achievement, and citizenship; participates in professional development opportunities and committee activities to review, evaluate, and develop educational materials to improve the educational program; participates in DoDEA system-wide assessment programs; informs school administration of education deficiencies, critical issues, and emergencies; supervises students in outside activities, lunchroom, and bus arrivals and departures; and may be assigned to serve as a sponsor, coach, or consultant of an extracurricular activity.

Maintains student health records as required by DoDEA.

Performs other duties as assigned.

### **OTHER SIGNIFICANT FACTS**

Incumbent will be required to respect the privacy and sensitivities of students and parents by controlling and restricting personal information to those with a "need to know."

The incumbent may be required to travel by military and/or commercial aircraft, land, or sea transportation to a variety of stateside and/or overseas locations for meetings and conferences. The incumbent may be subject to a variety of environmental conditions, to include the potential for exposure to acts of terrorism.