

INCHELIUM-NORTHPORT-ONION CREEK-ORIENT

Job Description: School Nurse

SUMMARY: Provides health care services to students: Plans school health program, in cooperation with the School Nurse Corps and administrative school personnel. Reviews findings to evaluate health status of pupils and progress of program. Establishes nursing policies to meet emergencies. Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children. Administers immunizations, provides first-aid, and maintains health records of students. Counsels students in good health habits. Works with community agencies in planning facilities to meet needs of children outside school situation.

DICTIONARY OF OCCUPATIONAL TITLES:

075.124-010 NURSE, SCHOOL (medical ser.)

OCCUPATIONAL INFORMATION NETWORK (O*Net):

29-1141.00 - Registered Nurses

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FSLA) STATUS: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES.

The following duties are included, other duties may be assigned, with occasional work beyond contract hours.

- provides educational opportunities and health program assistance that deliver student and staff benefits
- student health assessment and health problem identification
- develops Emergency Care Plans (ECP), and Individual Health Plans (IHP), and Americans with Disabilities 504 Plans for students with special health care needs
- provides medication training, delegation and supervision for unlicensed school staff
- assists with student health concerns, referrals and follow-up
- coordinates vision and hearing screening programs and consultation for immunization compliance
- consults with school staff on educational impact of student health concerns
- health education for staff and students
- ensures compliance with procedures, protocols, and other instructions provided by the School Nurse Corps
- provides nursing care and physical screening to students; assess students and implement first aid measures for students as needed

- assumes responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students
- counsels students concerning problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision making practices
- implements and record required screening programs; notifies parents when further medical evaluation is indicated
- establishes and updates health and immunization records
- prepares and maintains student clinic records and prepares required reports
- administers daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician
- initiates emergency procedures for students and staff as needed
- completes the preliminary nursing assessments and assists the physician with the child-study physical examinations for students in the child study process
- orients the staff and teaches specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom
- presents, trains and maintains appropriate standards from OSHA regarding contact with, and possible exposure to blood borne pathogens and other potentially infectious body materials within the school or employment setting
- follows procedures for suspected cases of child abuse and neglect
- acts as a liaison between the school, home health department professionals, and other community agencies
- coordinates presentations by various agencies and professionals on pertinent health care topics for school staff
- maintains clinic equipment and assesses the need for consumable supplies on an annual basis
- occasionally leaves school grounds to obtain supplies
- anticipates problems, where possible, and recommends appropriate policies to the principal and superintendent
- knows the policies of the school system and administration of those policies
- shall take responsibility for and take reasonable precaution to protect life, health, and well-being of all persons in the building
- maintains records, as determined by state records retention information
- keeps current with employee safety training, such as bloodborne pathogens training, etc.
- communicates school programs to the community
- as a district employee, follows all district policy and state law

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree (BA/BS)

LANGUAGE SKILLS:

Ability to read, analyze, and interpret appropriate curriculum materials. Ability to effectively present information to colleagues, parents, students, and administrators.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to classroom applications.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS:

Washington State Teaching Certificate and appropriate endorsements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk or hear. The employee frequently is required to sit, stand, use hands to finger, handle, or feel objects, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather.

The noise level in the regular classroom work environment is usually low to moderate.

The noise level in the laboratory classroom work environment is usually moderate to high.

Adopted: MM/DD/YYYY