

SECTION I: GENERAL INFORMATION

Classification Title: Licensed School Nurse	Department: Special Services	Unit: Teacher
Immediate Supervisor: Director of Special Services	Grade Placement:	FLSA Status: Exempt

Job Summary:

Under the direction of the Director of Special Services, the Licensed School Nurse is responsible for providing professional nursing services to advance the well-being, academic success and lifelong achievements of students. The School Nurse facilitates and promotes health and safety; intervenes with actual and potential health problems; administers medication; performs prescribed treatment; provides case management services; and collaborates with other professionals to address student health and needs.

Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops and revises standards, policies and procedures within the health services department that addresses emergency care of illnesses and injury during the school day. Prepares, maintains and utilizes reports, records, and objectives for information in planning and reassessment of health activities and programs.
2. Collaborates and teams with other professional staff, interdisciplinary child study team and IEP team to best meet the academic, social, emotional and mental health needs through direct service, referral and/or follow-up.
 - Assists and collaborates in making individual referral, assessment, eligibility, diagnosis and treatment recommendations in accordance with due process requirements.
 - Instructs others in the implementation of IHP’s (Individual Health Plans) and emergency care plans.
3. Develops Individualized Health Plans or protocols for students with episodic, chronic or special needs. Plans for diabetic, epileptic, children with severe allergies or multiple special needs. Monitors, reviews and updates individualized health plans. Maintains third party billing documentation and provide staff direction for PCA services.
4. Coordinates, monitors and provides health office oversight by orienting and monitoring Health Education Assistants in their required duties and responsibilities.
 - Provides training, assists in implementing and monitoring the documentation of health delivery and services.
 - Trains staff and monitors the delivery of nursing skills, first aid and/or emergency care services to students and staff.
5. Provides ongoing training to special education and regular educational staff on student health related issues, topics and procedures.
6. Identifies health concerns of students through and assessment of student health needs, health history, health records and health screenings to facilitate instructional accommodations.
7. Performs other duties of a comparable level or type, as required.
 - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
 - Attends training sessions, conferences, seminars, district and departmental meetings.
 - Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis:	
1 year college		Nursing	
2 years college			
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
2nd year graduate level		<ul style="list-style-type: none"> • Knowledge in the fundamentals, principles and practices of nursing care procedures, methods and techniques. • Knowledge of relevant public health laws, guidelines and rules pertaining to student health care, health screenings, special education and nursing care services. • Knowledge of special education rules and guidelines pertaining to initial and ongoing evaluation requirements. • Knowledge of district administrative rules and procedures pertaining to health care services and operations. • Knowledge of medical terminology, diseases, current health care issues, health assessment/symptoms, concerns and trends. • Fundamentals of child health and development. • Knowledge of district administrative procedures, policies and guidelines. • Knowledge of community resources, health agencies and social service organizations in the community. 	
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 1 year nursing experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a valid driver's in the State of MN. Registered Nurse by the Board of Nursing and Licensed as a School Nurse by the MN Department of Education .	
INDIRECT SUPERVISION OF OTHERS:			
Number of employees indirectly supervised: Health Educational Assistants			Total: 1-5 FTE's
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Assessing, evaluating, planning and implementing health care and health care services within the district. • Coordinating, delegating, monitoring and directing health assistants. • Planning, implementing and instructing students and staff in health care issues and concepts. • Delivering and conducting skilled nursing treatments, first aid and emergency health services. • Organizing, implementing and maintaining health records, documentation and reporting requirements. • Setting work priorities and working independently. • Developing and monitoring Individual Health Plans and services. • Formulating procedures and policies for health services in accordance with application local, state and/or federal laws. • Conducting and implementing of various health screenings. 	



	<ul style="list-style-type: none"> Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials. Collaborating with and working with other professionals in a team environment. Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail. Maintaining confidentiality and data privacy.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
<u>Physical Activities</u>	None	1/3 Less	1/3 to 2/3	Over 2/3	<u>Lifting/Forcing Exerting</u>	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs				x
Walk			x		Up to 25 lbs			x	
Sit			x		Up to 50 lbs		x		
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms				x	Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Department Head's Signature</p>	<p>_____</p> <p>Date</p>
<p>Classification History: Created classification description 5/2016 BCC</p>	