

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: District Nurse
Job Family: Student Service Provider
Department: Exceptional Student Services
Typical Work Year: 10 months

Pay Grade: Student Service Provider
FLSA Status: Exempt
Prepared Date: June 21, 2018

SUMMARY: Provide health services and health education to children to promote the optimal level of wellness for all students. Administer emergency first aid and care. Conduct vision and hearing screenings as directed by supervisor per state guidelines. Complete appropriate assessments and evaluations for special education staffings, 504 plans and health/safety plans. Complete necessary reporting to the Department of Health.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 25% **Ensure mandated health services in the educational environment**
- Identify students with health needs requiring modifications or accommodations in the school setting
 - Obtain and interpret health data for child find, special education and 504 accommodation plans.
 - Participate as the health expert on the IEP and 504 teams by mitigating health related obstacles to learning.
 - Develop and implement Individual Health Service Plans for students with health care needs
 - Train, delegate and supervise unlicensed assistive personnel for medication administration and nursing procedures. Assist in the supervision and evaluation of health services providers.
 - Assure the provision of first aid and provide triage for physical and mental health issues
 - Implement screening programs
 - Provide CPR and First Aid training for district employees
- D 25% **Assess the health of the school community**
- Survey trends related to health issues such as absenteeism, mental, physical and oral health.
 - Monitor accident/incident reports
 - Provide screening and intervention for identified health concerns
 - Communicate health and wellness issues to school and community
- D 10% **Advocate for the physical and emotional safety of the school community**
- Provide education and serve as a resource regarding child protection issues
 - Promote a safe and drug free school environment
 - Initiate prevention programs based on assessment of high-risk behaviors
 - Participate in comprehensive health education programs and curriculum development
- D 10% **Protect against environmental hazards**
- Assist in the development of policy to provide a safe school environment
- D 10% **Contain the spread of disease**
- Promote and monitor immunizations
 - Institute appropriate disease control measures
 - Assist in the development of policy and provide recommendations to support public health law
 - Educate about infectious and nuisance diseases
- D 10 % **Respond to disasters and assist communities in recovery**
- Design response plans to assist all special needs students in emergencies
 - Participate in crisis-response team
- D 5% **Ensure the quality and accessibility of school health services**
- Align school health programs with National and State standards and evidence based practice
 - Communicate and coordinate with other school programs
 - Coordinate school health or medical advisory councils
 - Evaluate school health services
 - Submit annual reports to state and local boards

- M 2% **Collaborate and coordinate with community health services and other outreach programs**
 - Serve as a liaison between student, school, parent, and community health care providers and organizations

Ongoing 3% Perform other duties as assigned.

EDUCATION AND TRAINING: B.S. in nursing and a current, unrestricted RN license, OR a college degree in another field, three years of school nursing experience and a current, unrestricted RN license.

EXPERIENCE: 3-5 years of nursing experience. Previous school nursing experience preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: RN License, current certification in CPR/AED/First Aide. CPR/AED/First Aid Instructor Certification required within five months of hire. CPI certification required within three months of hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Ability to follow the steps of the Nursing Process (assessment, diagnosis, outcome identification, planning, implementation, and evaluation) in order to promote and protect the optimal health status of students
- Ability to develop and maintain health records on students.
- Demonstrate an understanding of all state and local laws pertaining to health and social issues and adheres to legal and ethical standards regarding scope of school nursing practice
- Display awareness of community health and social service resources, and an ability to communicate appropriately and effectively with students, parents, staff, administrators and professional agencies in both written and oral form
- Knowledgeable about child growth and development, community and family dynamics, current trends in school health, wellness education, and disease prevention
- Ability to exercise good judgment, and manage time well while participating cooperatively in providing school health services to students in a culturally sensitive manner
- Ability to utilize the computer in health-related searches, email communication, data collection, and formation of reports
- Ability to evaluate medical records, organize data, and problem solve

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Microsoft Office applications
- Student Information Systems
- Appropriate medical equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Director of Exceptional Student Services

Direct Reports: Assist in the supervision and evaluation of health service providers

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assist with reviewing and monitoring the health budget

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			

Smell			X	
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WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date