

**Central Valley School District  
Job Description**

**TITLE**            **Classified Nurse**

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**GENERAL SUMMARY**

The Specialist/Classified Nurse is immediately involved in the daily application of assessment, planning and treatment of student needs as identified by student need and/or health care plan. S/he accurately administers medication, maintains documentation and care records, assists in the nursing care plans, helps fulfill the standard of care needed for each student within the scope of duties approved by the Central Valley School District.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Classified Nurse may perform all or a combination of the following:

1. Meet student at student's home or school and accompany student on bus and into classroom (as directed in student's health care plan). Accompany student to the home at the end of the school day on the bus (as directed in student's health care plan).
2. Utilize the nursing process as directed by the district certified school nurses to deliver care to students; implement and document plan of care for each student as designed and agreed upon.
3. Remain with the student during all class activities and during emergency procedures. Includes activities such as field trips.
4. Arrive at work on time, prepared to complete assigned tasks promptly as students arrive.
5. Work in cooperation with certificated and classified staff to promote medically effective, friendly and caring atmosphere for students and parents.
6. Respond to students with promptness, empathy and genuine caring.
7. Maintain quality nursing care and helpful attitude to students.
8. Establish relationships that enhance communication with district personnel.
9. Assess the student's medical needs and provide and document technical nursing interventions.
10. Respond to instruction and/or supervision from the assigned special education teacher as it relates to providing health services to the student.
11. Work cooperatively with students, teachers, , certificated nurse, specialist/s, parent/s and administration while performing assigned duties and responsibilities.
12. Provide assistance to the special education teachers in areas related to the implementation of various forms and procedures required by special education regulations.
13. Participate in inservice and related growth activities, as appropriate.
14. Assist in bathrooming, feeding, diapering and personal hygiene issues.
15. Correctly position children in a safe and secure manner in adaptive equipment and effectively transfer orthopedically handicapped children from wheelchairs to prone standers.
16. Perform other duties as directed by the supervisor or building principal.

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**OTHER FUNCTIONS**

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**REPORTING RELATIONSHIPS**

This position reports to the Director of Special Education or designee, Principal, and a Certified School Nurse.

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**MENTAL DEMANDS**

Experiences frequent interruptions; required to deal with a wide range of student behaviors and academic abilities. Required to deal with a wide range of physical and/or emotional disabilities which may include distraught or difficult students; may be required to deal with distraught or difficult parents. May be required to shift task and priority. Frequently required to deal with situations that could put them in position of liability. Works under the direction of itinerant school nurse.

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**PHYSICAL DEMANDS**

Record keeping requires substantial visual concentration; may be exposed to visual display terminals; potentially exposed to ordinary infectious diseases carried by students; required to attend to students' personal hygiene; required to take precautions to avoid exposure to student bodily fluids, disinfectants and medications. May be required to move ill or injured students.

May be required to lift up to 50 pounds.

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**QUALIFICATIONS**

1. Graduate of an accredited nursing program
2. Must possess minimum current LPN licensure with the appropriate State Board
3. Experienced in nursing duties with children is preferred
4. Excellent communications skills
5. Detail oriented and a team player
6. Respond to and handle emergency situations in a calm, professional, effective manner
7. Demonstrated successful work with children and teenagers
8. Authorized by Washington State to distribute medications
9. Ability to effectively work in a noisy, busy environment
10. Experience with equipment found in the school setting
11. Demonstrated skill in appropriate lifting procedures, incurring no injury to students or self
12. Experience with tracheotomy suctioning and care.
13. Ability to hear with proficiency as well as be an active listener: hear, understand, and assimilate what is heard and make appropriate response to need of students and staff
14. Possess a current first aid card with CPR training

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

PSE – Specialists

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**CLASSIFICATION HISTORY**

Created 01/11  
Revised 12/15  
Revised 09/16  
Revised 8/17  
Revised 11/17  
Revised 02/19