

**Warrenton-Hammond School District
Job Description**

Job Title: School Nurse
Reports To: Principal and Director of Special Education

JOB SUMMARY

This position provides direct nursing services and health related training(s) to District staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policies and procedures.
 2. Develops medical/emergency protocols and training.
 3. Formulates and implements health care plans for students collaborating with families and medical professionals.
 4. Conducts mandatory student health assessments.
 5. Develops emergency care plans for high risk students.
 6. Acts as school District health liaison with community agencies (i.e., OHSU, Public Health Department, Police, Fire and Rescue etc.).
 7. Coordinates and facilitates immunization clinics as needed.
 8. Communicates and coordinates staff training regarding health needs (i.e., CPR/First Aid, bloodborne pathogens, high risk students, infection control, medication administration etc.).
 9. Manages operation of student health room.
 10. Delegates health-related procedures to staff and supervises fulfillment of delegated responsibilities.
 11. Completes all paperwork and communication logs, as required
 12. Performs direct nursing as needed (e.g., medication, tube feeding, seizure management).
 13. Oversees medical charts and medication management.
 14. Assists students with feeding, hygiene, bathrooming, infection control, etc.
 15. Provides health related information & resources to students and staff.
 16. Assist in the management and coordination of fire drills, lockdown drills, locking and unlocking doors.
 17. Travels to multiple classroom/building sites.
 18. Provides consultation in educational settings regarding school health needs.
 19. Reports safety and fire hazards immediately to supervisor.
 20. Maintains safety and security for students and staff at all times.
 21. Maintains appropriate certifications and training hours as required.
 22. Obtains special training as needed to meet unique needs of assigned student population.
 23. Complies with applicable District, state, local and federal laws, rules and regulations.
 24. Professionally represents the school and the District and interacts thoughtfully and courteously with parents, community, staff and students.
 25. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.

SUPERVISORY RESPONSIBILITIES

This position provides supervision and direction to educational assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

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 (B.A.) or equivalent in nursing from four-year college or university and at least three years' related experience and/or training or equivalent combination of education and experience. Prior successful experience as a school nurse or working with young children required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, parents and staff. Ability to read and interpret documents such as safety rules, medication dosing instructions, IEPs, operating instructions, procedure manuals and governmental regulations. Ability to effectively present information to staff, public groups and/or community members and parents. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development and of the social, emotional, physical and cognitive development of students with varying disabilities. Possesses knowledge of effective behavior management methods. Ability to

delegate responsibilities and meet time lines. Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment while working in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including, RN License, CPR/First Aid card, Oregon Driver License, blood borne pathogen certification.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus and peripheral vision.

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.

The work environment is a standard school setting. The noise level in the work environment is usually low, but occasionally high depending upon the student population and activities. The employee will be exposed to bodily fluids, bloodborne pathogens, sick and/or contagious students. The employee may be exposed to toxic chemicals (for disinfecting), outdoor weather conditions (e.g., field trips and traveling between buildings) and may be required to work near moving parts (electric wheel chairs and bus lifts).

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.</p>
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I have read and understand this job description.

Signature:

Date:

School Nurse