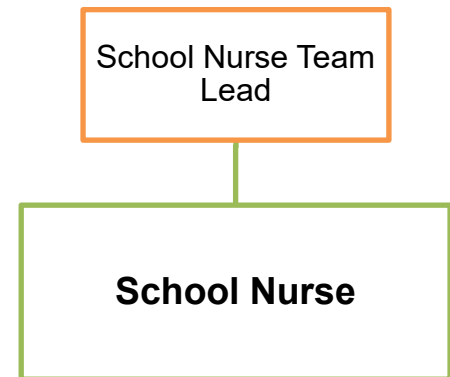


SCHOOL NURSE

Job Title:	School Nurse
Initial:	June 23, 2010
Revised:	May 24, 2023
Work Year:	182 days
Office:	Education
Department:	Individualized Education
Reports To:	School Nurse Team Lead
FLSA Status:	Exempt
Pay Range:	SSP Pay Schedule

Related Organization Chart



POSITION SUMMARY: The School Nurse provides a comprehensive approach by working to promote a healthy school environment, identifying both actual and potential health problems and by providing case management services. The School Nurse collaborates with educators, school officials, students, and families to ensure students respond positively to their environment and achieve healthy learning through physical, emotional, mental and social health.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Develops plans for student care based on assessment, interventions, and identification of outcomes, and the evaluation of care of children with chronic health concerns and children with special needs. Monitors immunizations, manages communicable disease/infection control measures, and assesses the school environment to prevent injury and ensure safety.
- Oversees creation and maintenance of individual student health records in accordance with district policy.
- Coordinates and participates in hearing and vision screenings as mandated by the Colorado Department of Education.
- Communicates individual student health needs to school staff on a “need to know” basis by following student confidentiality in accordance with district policy.
- Skillfully handles the emergency care of acutely ill or injured individuals.
- Oversees and coordinates all health services-related school staff trainings such as medication administration, standard precautions, CPR/AED/First Aid, concussion management and disease prevention.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Pursues continuous professional growth and self-renewal in education.
 - Follows district personnel policies and procedures.
 - Maintains and submits accurate and complete records as determined by administration and nursing team.
 - Assumes responsibility for assigned duties and attends required meetings at designated times.
 - Demonstrates willingness to make contributions beyond the scope of job when appropriate or necessary.
 - Provides interventions and education in areas such as acute and chronic illness, adolescent pregnancy, communicable diseases, dental disease, injuries and emergencies, mental health, nutrition, obesity, sexually transmitted diseases, and substance abuse.
 - Establishes and maintains cooperative relationships with students, parents, and community and assists families with locating outside care/resources.
 - Communicates effectively with students, parents, and staff about student health concerns.
 - Communication and actions are open and collaborative with administrators, staff and colleagues.
 - Works collaboratively and supervises health assistants to provide delegated health services to students, to include medication administration, first aid and other assigned health assistant duties. Ensures health assistants are competent in performing all health room management tasks.
 - Contributes and collaborates with school administration on health assistant evaluation process.
 - Provides support and health advice to Special Education, MTSS, and 504 teams.
 - Serves as consultant with other school professionals/departments such as nutrition services, transportation, counselors, physical education/coaches, teachers, and administrators.
 - Ensures monthly submission of Medicaid billing for billable student health services.

Supervision & Technical Responsibilities: At times, the school nurse may supervise the Health Room Assistant.

Budget Responsibility: This position has no budgetary responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's degree plus additional coursework required for certification or licensure.

Experience:

- 3-5 years' experience as a school nurse preferred.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.
- Possess a valid Colorado Registered School Nurse license or authorization or be actively in the process of securing same.

OTHER WORK FACTORS

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 Demands: While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.