



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Nurse Health Center RN

Position Type: Certified	Department: School
Salary Schedule: Other Professional Staff	Location: School
Reports to: Principal	
Term of Employment: 9-10 months	Shift: Day
Approved By: Human Resources	Date: June 8, 2017

POSITION SUMMARY:

To work in a partnership with students, staff, parents and the community in accordance with the district's vision and mission to promote student achievement.

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.

ESSENTIAL FUNCTIONS:

- Demonstrates knowledge of school nurse role with the Student Support Services Department.
- Demonstrates knowledge of the school nurse role in the process of Homebound Instruction.
- Carries out first aid and emergency care procedures, as required.
- Administers medication according to applicable laws and school district policies.
- Provides training for those who assume this duty in the absence of a nurse.
- Establishes and maintains accurate and complete health records, including cumulative health records and emergency information for students and staff members, and files required reports.

- Provides information to teachers and staff regarding observation for deviations from normal health and procedures for referring students to health office.
- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters as appropriate.
- Contacts homes of children referred by principals and makes home visits when required.
- Assesses and evaluates the health and developmental status of students through health examinations and health screenings (immunizations, vision and hearing testing, etc.)
- Implements procedures regarding communicable disease, infection, and animal bites including the exclusion and readmission of students, tuberculosis and other testing procedures, classroom inspections, communication with parents, administration, and government agencies, as required.
- Carries out preventive health service programs per applicable laws, health department recommendations, and school district policies.
- Provides appropriate referrals and assists student and family to obtain and accept further medical, dental or other care. Follows up on referrals, as needed.
- Provides appropriate health counseling and consultation for students, parents, and staff.
- Provides required identification, health evaluation, service coordination (including development of health component of the IEP and/or nursing care plan) and appropriate care for chronically ill or students with disabilities.
- Provides information to appropriate staff regarding health problems of particular students.
- Implements health office management and inventory control procedures.
- Orders equipment and supplies according to established procedures.
- Compiles information required for the evaluation of school health programs.
- Assists other school personnel to establish safe and sanitary conditions in the schools.
- Provides quality school nursing/health services by participating in staff training activities.
- Assists in the assessment and evaluation of current health and safety needs of students and personnel and the effectiveness of the school health program in meeting those needs.
- Carries out health and safety education activities as directed.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Provides differentiated instruction for students of all abilities.
- Works cooperatively with all staff members.
- Uses effective motivational techniques.

- Places emphasis on both student achievement and well being.
- Demonstrates knowledge of School Health Nursing Plan.
- Demonstrates knowledge of communicable diseases and community resources.
- Manages health center procedures.
- Assesses student needs.
- Communicates with students, teachers, and parents.
- Provides health education for students and families.
- Provides health education for staff.
- Contributes to school and district.
- Grows and develops professionally.
- Shows professionalism.
- Must meet any additional specific job requirements as indicated by the school.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises and evaluates any assigned aides.
- Supervises students.
- Supervises any assigned parent volunteers or chaperones.
- May supervise LPNs or other auxiliary medical personnel on their campus.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a R.N. Certificate, Associate's degree (A. A.), or equivalent from a two-year college or technical school.

EDUCATION AND/OR EXPERIENCE:

- Must have six months to one year related experience and/or training.
- Must have equivalent combination of education and experience.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.