



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Nurse Student Assigned-RN**

Position Type: <b>Certified</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Other Professional Staff</b>	Location: <b>School/District Office</b>
Reports to: <b>Principal</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>June 8, 2017</b>

### **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.*

*In the absence of their assigned student, the Student Assigned Nurse may be required to perform essential functions of the Health Center Nurse/LPN.*

### **ESSENTIAL FUNCTIONS:**

- Provides all nursing medical treatments as prescribed by a physician for the medical care necessary in a school setting for one or more students.
- Administers treatment as (not all inclusive), tracheotomy care, gastrostomy feedings, administration of medications, respirator care to include suctioning.
- Cares for and assists students with developmental delays, medical conditions such as seizures, Cerebral Palsy, personal, and activities of daily living procedures at school, in the classroom, and during transport of the student.
- Accompanies student to all classes and lunch.
- Assists and supports the educational team during the school day.
- Is responsible for the accurate documentation and keeping the LPN/Health Center Nurse at their site informed of any medical health status changes.
- Assists the LPN/Health Center Nurse or School Nurse in the health office as needed in the absence of the student.
- Reports to RN or principal (if an LPN).
- Attends IEP meetings.
- Attends assigned in-services.
- 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.
- 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.
- Orders equipment and supplies according to established procedures.
- 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 knowledge of School Health Nursing Plan.
- Demonstrates knowledge of the Student Assigned Nurse role with the Student Support Services Department.
- Manages student record procedures.
- Assesses and manages student needs.
- Communicates with students, teachers, and parents.
- Provides health education for students and families.
- Provides health education for staff.
- Reflects on Student Assigned Nurse practice.
- 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.

**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 REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a Registered Nurse License from the State of Arizona.

**EDUCATION AND/OR EXPERIENCE:**

- Six months to one year related experience and/or training.
- 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.*