

**PUEBLO CITY SCHOOLS D60
CERTIFIED JOB DESCRIPTION**

Job Title: District Nurse
Prepared Date: 3/4/2016
Work Year: 165 Days
Department: Safe and Health Schools
Reports To: Director of School Culture, Wellness, and Safety,
Salary Range: Nurse Salary Schedule
Benefits: Fringe Benefits based on PEA Negotiated Agreement
Status: Exempt

SUMMARY OF FUNCTIONS:

The purpose of the District Nurse is to oversee the individual health needs of students; develop and implement health care plans for students, incorporating input from caregiver and/or physician; ensure district health care practices comply with the state and federal laws relating to student health issues; serve as a health care resource to teachers, staff, and administrators; facilitate mandated health screenings and identifying health problems for referral to appropriate parties for proper follow-up treatment. The District Nurse strengthens the educational process through improvement and protection of the health status of students so they can benefit from the school experience.

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. 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

REQUIRED:

- Bachelor of Science Degree in Nursing (BSN)
- Current license and certification required by the State of Colorado to practice as a Registered Nurse and Colorado Department of Education School Nurse; Certificate upon employment or within 12 months of employment if new graduate
- Current CPR, First Aid and AED Certification

PREFERRED:

- Bilingual (Spanish)
- Experience working as a registered nurse in a school setting
- Experience working with mental health and behavioral health issues
- Extensive knowledge of physical assessment, pathophysiology, pharmacology and management of acute and chronic student/family problems

SKILLS AND KNOWLEDGE:

- Professional knowledge of nursing theory and practice
- High level of analytic ability to concentrate and pay attention to detail
- Substantial interpersonal skills necessary to instruct students and their families (when necessary) and to collaborate with health team members
- Ability to work with all children including disabled children in a school setting
- Ability to coordinate and implement planned services under the direction of supervisor

- Ability to understand and follow oral and written instructions in English
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to complete assignments and meet timelines
- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain a professional/effective/tactful/cohesive working relationship with building staff, administrators, parents, students, and community members
- Possess an excellent work attitude and the ability and willingness to take ownership/responsibility for project completion; demonstrated ability to provide initiative in reaching organizational goals
- Ability to maintain strict confidentiality in all aspects of assignments
- Ability to coordinate daily activities and schedule with little supervision
- Ability to be flexible and adaptable in a variety of situations
- Ability to remain calm in emergency situation
- Ability to work with frequent interruptions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties 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. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

Ensure mandated health services in the educational environment.

- Identify students with health needs requiring modifications or accommodations in the school setting.
- Obtain and interpret health data for child find, special education and 504 accommodation plans.
- Participate as the health expert on the IEP and 504 teams by mitigating health related obstacles to learning.
- Develop and implement Individual Health Care Plans for students with health care needs.
- Train, delegate and supervise unlicensed assistive personnel for medication administration and nursing procedures.
- Assure the provision of first aid and provide triage for physical and mental health issues.
- Implement screening programs.

Assess the health of the school community.

- Survey trends related to health issues such as absenteeism, mental, physical and oral-health; monitor accident/incident reports.
- Assess and provide safe quality care dependent upon your ability to reason, think, and judge identified health concerns when referred.
- Utilize surveillance and screening data to implement health programs and initiatives.
- Assess student health risk behaviors and protective factors when referred.
- Communicate health and wellness issues to school via HCP and/or in-services.
- Record and document health appraisal data necessary to maintain, coordinate and/or expedite required services;

Advocate for the physical and emotional safety of the school community.

- Provide education and serve as a resource regarding child protection issues.
- Promote a safe and drug free school environment.
- Initiate prevention programs based on assessment of high-risk behaviors.
- Provide education to promote healthy behaviors and prevent child and adolescent morbidity/mortality in referred and walk in visits.
- Participate in comprehensive health education programs and curriculum development.

Protect against environmental hazards.

- Assess and provide recommendations regarding environmental safety.
- Assist in the development of policy to provide a safe school environment.

Contain the spread of disease.

- Promote and monitor immunizations.
- Institute appropriate disease control measures.
- Assist in the development of policy and provide recommendations to support public health law.
- Educate about infectious and nuisance diseases when referred.

Respond to disasters and assist communities in recovery.

- Design response plans to assist all special needs students in emergencies.
- Participate in the development of emergency plans for natural, man-made, and hazardous materials disasters in school and community.
- Participate in crisis-response team.

Ensure the quality and accessibility of school health services.

- Align school health programs and National and State standards and evidence based practice.
- Communicate and coordinate with other school programs.
- Coordinate school health or medical advisory councils.
- Evaluate school health services.
- Submit annual reports to state and local boards.
- Collect evidence-based data to improve and support school health services.

Collaborate and coordinate with community health services and other outreach programs.

- Serve as a liaison between student, school, parent, and community health care providers and organizations.
- Provide case management and assist families in accessing resources.

NON-ESSENTIAL DUTIES:

- Perform such other tasks and assume such other responsibilities as the Director of School Culture, Wellness, and Safety may assign.

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 required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting. The employee will be subject to exposure of infectious disease and exposure to body fluids. Sometimes subject to loud noises associated with groups of children.