

Job Description

Position Title	School Nurse		
Building	District	Department	Health Services
Hours	Salaried	Supervisor	Superintendent of Schools/Building Principal
Band and Grade	C-43	Tools and Equipment	Computer, laptop, iPad, applicable software, phone, copy machine, required screening equipment, first aid supplies, other devices and equipment as needed to perform and complete health tasks

Primary Function	Provides the coordination, leadership, and direction necessary to ensure appropriate health care services are provided in each of the District's educational facilities.
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Essential Duties	
1	Administers the third party billing process under the limited supervision of the principal for students receiving medical care or assistance in the school environment including explaining the process to others; determining the status of medical care/assistance; identifying the necessary skills to provide the required care/assistance; training and observing the paraprofessionals who provide the care/assistance; and confirming Medical Assistance eligibility with the Department of Health.
2	Assists with the coordination of the Early Childhood Screening process including the determination of eligibility for screenings; the creation of letters/notices and coordination of the mailing of letters/notices; the identification of individuals to assist with the screening; tracking expenses; and the maintenance of records of individuals who must be rescreened or referred to other resources.
3	Attends Child Study Team, Special Education, IEP, and crisis prevention meetings and provides guidance, direction, and assistance to teachers, Licensed Practical Nurses, health assistants, paraprofessionals, and other staff in responding to and addressing health conditions, medical emergencies, and other situations.
4	Supervises staff to include prioritizing and assigning work; conducts performance evaluations; insures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and assists in making hiring, termination, and disciplinary recommendations.
5	Establishes and maintains student health files, including emergency contact information, health conditions, and results of health screenings, reviews files annually to determine missing or out-of-date information.
6	Identifies opportunities to modify and improve the District's health services by attending continuing education opportunities, reading current professional articles, and networking with peers in other organizations.
7	August – Attends open houses at all schools; ensures emergency forms are printed and sent out; meets with any parents who have children with special needs; dispenses, dis-

	tributes, and/or fills first aid kits for each teacher in all schools; obtains and disburses Early Childhood Screening files at appropriate schools; determines and distributes Hepatitis B vaccinations for staff.
8	September – Delegates duties to Health Assistants; instructs staff on various health conditions, concerns, or any issues needed per classroom; sends supplies to health offices as needed; updates emergency forms in health files and Infinite Campus; sends out/updates IHPs, emergency health plans, obtains medication authorizations if needed and puts in IHP book; keeps special needs lists in front of each grade in the health office; notifies any teachers of major student issues (diabetes, seizures, severe allergies); makes sure all immunizations are up to date and submits reports to state prior to November; sends out suspension notices to those not in compliance; documents sports physicals in health files and on Infinite Campus; does Early Childhood Screenings of kindergarteners not done prior to school; meets/speaks with parents to obtain updates for care/treatment/procedures for all special needs children; disburses and obtains medication authorizations, makes med cards, makes med flow sheet, puts in daily schedule as directed in protocol; develops daily routine list for substitutes; determines and distributes Hepatitis B vaccinations for staff; distributes health supplies to health offices; obtains AED and Hepatitis B vaccination administration standing orders from Dr. Petersen, GRHS.
9	October – Schedules vision/hearing screenings, trains volunteers; health assistants will schedule for their specific needs but School Nurse schedules for the parochial schools, assists at all schools; staff Hepatitis B vaccinations; arranges flu vaccination clinic for all staff public/parochial; hand washing presentations; informs parochial schools of upcoming Early Childhood Screenings.
10	November – Vision/hearing rescreens and referrals, sends out referral forms if needed, documents results in health files and on Infinite Campus; immunization compliance state report due for all schools.
11	December – Continues vision/hearing rescreens and referrals if not completed previously.
12	January – Early Childhood Screenings; arranges and plans CPR/AED training for staff.
13	February – Dental month; presentations in K-2 classrooms; prepares for Kindergarten Round-up.
14	March – Kindergarten Round-up; makes nutrition presentations.
15	April – Blood pressure for 10 th grade, second semester (not currently being done); orders supplies for next year, including ordering gloves for special education; puberty/personal hygiene presentations to 4 th graders at all schools.
16	May – Year end reports; finishes up what is not done from previous months; all audiometers get yearly calibration, sends to Public Health; transfers files to next grade level building and parochials; ensures parochial schools have next year's updated emergency forms and any other forms.
17	Monthly ongoing – Monthly reports from health assistants recorded on year-end report; health education teaching: hand washing – Scrubby Bear/video/handouts, lice, dental in February, nutrition in March – nutrition stuffed animals/video/handouts, puberty – 4 th grade at Lakeside and parochials, other presentations upon request; reviews/updates/creates procedures, emergency forms, referrals, medical 504s as needed; some staff and students ask for their blood pressures to be taken as well as medical advice; Third Party Billing throughout the year and throughout the district – delegates duties to staff, en-

	sures competency, documents delegated duties throughout the year, obtains consent to bill MA, obtains release of information, obtains physician orders for cares during the school day, updates health assessments, obtains insurance denials as needed, ensures time studies are done yearly, updates changes throughout the year as needed, and updates IEP/IIIP/IFSP; documents issues, concerns, situations; Early Childhood Screenings; monthly AED checks; updates kitchen staff of food allergies; is available to staff and students for school events (Homecoming and Winterfest activities); is available to sub for health assistants if no sub is available; ensures accident reports for staff and students are faxed to District Office; medical emergencies and accompanies students/staff to hospital; parent phone calls for truancy/absenteeism and issues/concerns; website updates; is on call for parochials for emergencies if public schools are not in session; utilizes and implements CHIPS system as needed; policies/handbooks; newsletters; parochial schools one to two hours each week and on call as needed; monitors student absenteeism and makes contact with parents as needed; presents various needed information/new health information to students and staff; ensures trauma kits and 02 are ready and supplied as needed; obtains CPR, first aid, TMA, etc., certifications as needed; obtains release of information as needed for variable situations; obtains doctor's orders as needed to prevent truancy and to maintain health files and updates; supervises and monitors health assistants and their delegated duties, assists with various situations, and documents as needed; ensures the health, safety, and well-being of every student, staff, and families; communicates and interprets health conditions with staff, students, and families; refers students, staff, and families to appropriate resources as needed (counselor, principal, Public Health, Social Services, etc.); makes home visits as needed; works with home school students.
18	Meetings – CST; IEPs/IIIPs/IFSPs; Community Schools; Health and Safety Committee; administration meetings; school nurse meetings; attends conferences as needed for continuing education; Crisis Team; Wellness Committee.
19	Responsible for keeping his or her portion of the website updated.
20	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Bachelors of Science Degree in Nursing with Public Health Nursing Certification and Licensed School Nurse Certification from the Minnesota Department of Education, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	• Knowledge of medical disorders and treatment. • Knowledge of child growth and development. • Knowledge of public health problems and procedures for treatment. • Knowledge of Federal, State, and local laws and regulations affecting the delivery of school health services. • Knowledge of the District and the community served. • Knowledge of legal record keeping requirements. • Knowledge of supervisory theories and principles. • Knowledge of computers and related software applications. • Knowledge of general office equipment.
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Skills Required	• Skill in applying supervisory theories and practices. • Skill in identifying abnormal growth and development and symptoms of disease. • Skill in coordinating and facilitating services between the school, local health agency, and other community resources. • Skill in written communications. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
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Physical Activities/ Requirements	Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
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