



Job Title: School Nurse
 Job Family: School Based Support
 Pay Program: Certified
 Typical Work Year: 10 Months

SUMMARY: Provide health care to students who require basic first aid, administer medication, and perform medical procedures and tasks as indicated and as ordered by health care providers. Evaluate ill or injured students and staff and notify emergency contact needed. Provide care in emergency situations and call parents or emergency personnel when necessary. Document health concerns and daily health office visits in the district’s computerized student information system. Collaborate with staff and AEA for individualized plans for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The school nurse takes vital signs, provides basic aid and tests the vision health of students as needed. The school nurse may also coordinate health service programs, provide health education, promote healthy environment by identifying health and safety concerns, support healthy food service programs and promote policies and practices that support physical activity in students. The school nurse may also provide skilled nursing care, such as tube feedings and tracheotomy care, for students with special needs. The school nurse may offer health counseling, assess mental health needs and provide intervention and referrals to appropriate school staff or community agency. May work with IDPH to prevent the spread of contagious diseases inside a school. They may also educate student’s parents about epidemics that could affect their children. School nurses are involved with development of IHP, IEP, and 504 for students.

Job Tasks Descriptions	Frequency	% of time
1. Provide basic first aid, daily medications, as needed medications, monitor illness and injury and notify parents of concerns. Contact 911 in emergency situations. Administer medication and perform procedures as delegated by the District RN. These medical procedures may include, but are not limited to: bladder catheterization, gastric tube feeding, nebulizer treatments, insulin injections, insulin pump management, Epi-pen injections, rectal Diastat medication, Glucagon injection and toileting. Provide comprehensive care of students with diabetes according to the health care plan.	D	40%
2. Record daily health office visits, medications administered and health concerns in the district’s computerized student information system and medication log book. Maintain student health files, purge health files appropriately, and record and file yearly student health updates. Complete and process all accident reports.	D	20%
3. Develop individualized health care plans as needed. Perform health assessment and intervention for student 504 plans. Provide necessary health information for student IEP as required by the state on all special education students. Develop emergency care plans and instruct staff on implementation. Provide staff with yearly and as needed updated health concerns list. Communicate with parents and school personnel regarding student health related concerns.	M	15%
4. Maintain immunization records per state immunization requirements, send out immunization warning and exclusions letters as needed, contact parents as needed, monitor immunizations in process, and use the state immunization data base for state compliance. Prepare immunization records for annual IDPH state audit. Maintain CPR certifications. Provide or facilitate yearly trainings/reviews including diabetes review, medication administration, Diastat/seizure training, and Epi-pen training for staff as needed. Duties also include attending scheduled Health Services meetings. Instruct CPR for staff as	M	15%

designated by district. Participate in Medicaid training for staff. Document Medicaid billing as needed. Collaborate with staff and Timberline as needed for billing purposes.		
5. Organize and complete mass vision screenings on students as required by the state. Enter all screening results into information system. Send out vision referrals to parents and collaborate with appropriate resources as needed. AEA hearing screening results will be documented in the health file and referrals to parents and staff will be made as indicated. Required dental screening certificates will be collected and processed in preparation for state audit.	A	5%
6. Perform other job-related duties as assigned including, maintaining equipment, ordering supplies, compiling and preparing reports, communicating with administration regarding attendance issues, and attending field trips for children with medical concerns as needed.		5%
	Total	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Graduate of a three year nursing program and is licensed as a registered nurse (R.N.); or a four year graduate of a baccalaureate program in nursing (BSN), and is licensed as a registered nurse
- Nurses with a baccalaureate must obtain a Statement of Professional Recognition (SPR) from the Board of Educational Examiners
- Minimum of two (2) years of experience in healthcare, working with school-age, or a combination thereof
- Experience in child health assessment is highly desirable
- Public Health experience is desirable

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Licensed by the Iowa Board of Nursing
- CPR and First Aid certifications are preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interacts, and works effectively and cooperatively with all people
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize universal precautions, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers
- Operating knowledge of and experience with Microsoft Word and Excel
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, etc. preferred
- Operating knowledge of district student information system required within 1 month after hire
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	School Administrator - Building Principal	
	Local Health Officials	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: 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 Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands & arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize	X			
Evaluate				X
Interpersonal Skills				X

Compile			X	
Negotiate	X			
Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

4/27/15

Must adhere to the current standards