

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Registered Nurse (FT-520, PT-525)**

Department / Location: School/Department

FLSA Classification: Exempt

Supervisors Title: Principal/Coordinator

Contract: 184 Days

Department Approval: Lisa Robinson

Date: 11-26-13

ADA Review: Junele Master

Date: 11.26.13

Human Resources Approval: Butt Bay

Date: 11/14/13

Superintendent Approval: Robinson

Date: 12/3/13

Original date: 01/74

Revised: 11/13

Revised: _____

Revised: _____

GENERAL FUNCTION

The **Registered Nurse** supports school staff by managing the health services program for the assessment, evaluation, maintenance and improvement of student health needs in a school setting to enhance the educational process of students by maximizing their health and well-being, modifying or removing health-related barriers to learning, and promoting an optimal level of wellness.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- This position requires punctual and regular daily attendance.
- Respond to the following as the areas of primary focus of concerns:
 - Health care plans for students with special health care needs (which may include section 504 plans and/or IEP's.).
 - Outbreaks of communicable diseases.
 - Chronic diseases.
 - Issues related to students with disabilities.
 - Required screenings.
- Conduct annual meetings with parents and school staff to review student health care needs and if needed create/revise written health care plans.
- Provide professional advice and support to school staff serving students with acute or chronic health conditions. Provide support to the school staff regarding student immunization issues and record keeping.
- Assist schools in maintaining required documentation for compliance with District policy, State and Federal Laws such as:
 - Medication Administration documents.
 - Health Care plans.
 - Immunization records.
 - Vision screening.
 - Communicable disease reporting.
- Assess, train, monitor, and supervise as needed, health care tasks which can be delegated to non-licensed personnel as per Utah State Law and the Utah Nurse Practice Act. This can include, but is not limited to, the administration of medications.
- Develop protocols, procedures and policy recommendations for meeting student's health care needs in the school setting.
- Conduct, at the request of the principal, parent home visits and contact related to student health issues.
- Oversee and coordinate care of students served by independently contracted nurses to provide care that cannot be provided by unlicensed personnel.

- Prepare for contingencies with students, environment and conflicts that may arise.
- Support the IEP processes including the appropriate paperwork, development of IEP goals and monitoring student progress.
- Meet mandated deadlines.
- Produce written records of meetings, encounters, email correspondence and be able to create full written reports of evaluations that meet a professional standard/convention.
- Actively listen and comprehend others, including being able to seek clarification if/as needed, and to be able to manage personal emotions and beliefs.
- May be required to complete the following functions:
 - Organize, schedule and advertise preschool vision clinics at various times, dates and locations and maintain appropriate records of screening results. Notify parents when vision screening indicates a concern that might require treatment by an eye care professional.
 - Conduct vision screening clinics at each school for all students in grades K, 1, 3, 5, and 7, special education students and new students enrolled in the District. Train screening volunteers in proper screening techniques and assure that proper techniques are employed and appropriate records are maintained. Notify parents when vision screening indicates a concern that might require treatment by an eye care professional.
 - Train and provide materials for principal-assigned personnel to conduct State required scoliosis screenings for 7th and 8th grade students. Conduct follow-up screenings on referred students and notify parents when rescreening may indicate a problem.
 - Administer medications to students as needed. With the exception of designated settings, medications are not administered on an ongoing basis.
 - Support school principals in teaching student maturation programs.
 - Train staff members and parent volunteers on techniques for screening for head lice and other parasite infestations. NOTE: District Nurses shall not be requested to make routine screenings of head lice and other parasites. However, they may confer, at the request of the principal, with parents on re-current or exceptional cases of head lice or other parasite infestations.
 - Provide training to school staff members and students re: hygiene, diabetes, asthma, etc.
 - Clearly explain health related student progress, IEP goals, concerns, test results and other issues to parents and other staff.
 - Travel to various buildings throughout the District.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Position requires a Bachelor's Degree in Nursing.
- Requires a valid current license to practice nursing in the State of Utah.
- Experience working with children in a professional setting preferred.
- The complex role of the school nurse demands, but is not limited to, an understanding and knowledge of:
 - Applicable laws, regulations and standards pertaining to school nurse practice (Utah Nurse Practice Act and Rules).
 - Current nursing research and theory and its application to daily practice.
- In addition, the school nurse needs to have the ability to:
 - Establish and maintain effective working relationships with students, peers, parents and other professionals.
 - Effectively and professionally communicate in both written and oral format.
 - Identify community resources and agencies for students and staff.
 - Effectively collaborate with other health care professionals and community resources.
 - Utilize the computer in health-related searches, email communication, data collection, and formation of reports.
 - Work independently and make timely nursing decisions.
 - Maintain effective and appropriate nursing skills through continuing education.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Requires a valid Utah Driver's License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Computers, office equipment, nursing instruments and personal vehicle.
- Personal and student protective devices.

Physical Requirements – Not limited to the following:

- Frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. Occasionally required to use hands to handle or feel and must occasionally climb or balance.
- Frequently lift and/or move up to 20 pounds or more and occasionally lift and/or move up to 50 pounds.
- Move around throughout school settings to talk to students, parents and staff.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.