

Position: Nurse

Location: District Wide

POSITION SUMMARY:

Provides health services to aid the students, parents and school personnel to identify, understand and prevent health problems. Develops and promotes good community relations among various community and school clientele.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Works as a member of total school team which has the responsibility of maintaining the social, emotional and physical health of the students served.
2. Reviews and writes individual health care plans on an annual and as needed basis to provide necessary delegation training in order to implement the health care plans.
3. Consults with school staff in regard to health-related concerns of students within their building. Assuring that pertinent health conditions are noted in Infinite Campus.
4. Coordinates vision and hearing screening program activities and follow up to detect health-related problems.
5. Supervises health room activities at individual schools; health supplies, medication administration forms and administration of such medication by trained staff, along with field trip medication forms and delegation to staff chaperone(s).
6. Provides, first aid, CPR and Medication Administration training to school health providers. I have not provided CPR and first aid, this is done by Evergreen or Clear Creek EMS.
7. Coordinates with community groups about health-related community concerns as they relate to the school health program.
8. Supervises the maintenance, recording, and secure filing of appropriate health information of students served.
9. Acts as the health authority in the buildings served, assuring that confidentiality as regulated though FERPA is followed.
10. Follows Board of Education policies, building procedures and any other rules, regulations or procedures that may be established.
11. Performs other duties as assigned or requested.
12. Assures immunization compliance in each school as per state guidelines; to include annual renewal of personal and religious exemptions.
13. Continue to have up to date physician order, medication stock and train delegated staff, as per district policy, regarding stock Epi-pens.

POSITION REQUIREMENTS:

MINIMUM EDUCATION OR FORMAL TRAINING:

- A Bachelor's Degree in Nursing

MINIMUM EXPERIENCE:

- Two (2) years of nursing experience in the fields of public health, pediatric or school nursing, and/or additional training or experience in the fields of child development, developmental disabilities and working with handicapped children.

SKILL REQUIREMENTS:

- Needs to be familiar with Health Guidelines and Regulations.

GENERAL EXPECTATIONS:

- Is flexible
- Has the ability to work cooperatively with staff
- Has the ability to understand and follow complex oral and written instructions
- Has the ability to perform responsibilities without the necessity of close supervision
- Has the ability to effectively communicate with the school and school District community as well as the public at large
- Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintains a generally positive attitude
- Observes all District policies and procedures

LICENSES OR CERTIFICATION:

- License from the Colorado Department of Education as a School Nurse
- Certified as a Registered Nurse

ESSENTIAL PHYSICAL REQUIREMENTS:

- Occasional bending, squatting, standing, reaching, walking, climbing, kneeling and stooping

WAGE SCHEDULE:

- Certified Salary Schedule (Education Level and Experience considered)