

# LICENSED SCHOOL NURSE

SOUTHWEST WEST CENTRAL SERVICE COOPERATIVE



<b>Department:</b>	Special Education / Educational Learning Centers
<b>Reports To:</b>	Site Administrator
<b>Group/FLSA Status:</b>	Certified Staff (CSA) / Exempt
<b>Created:</b>	6/18/2019

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

Under the direction of the Site Administrator, the Licensed School Nurse is responsible for overseeing, planning, and implementing the programs, services, operations and staff of health services providing skilled nursing services, nursing treatments, health assessments, Special Education evaluations, and program implementation. Duties of the job involve developing and implementing agency-wide health services, policies and procedures; leading health personnel; planning and implementing programs to address health related barriers to learning and promoting the wellness of students and staff.

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Plans, develops, modifies and implements agency health programs and services to eliminate or minimize health risks and problems of students that may interfere with learning;
- Oversees and implements systems and procedures for delivering health services and emergency care to students and staff throughout the agency;
- Communicates and informs parents, administrators, and faculty concerning health information, issues or concerns. Prepares health releases, if needed;
- Monitors compliance of health programs with federal and state laws including MN Department of Education and Health Department recommendations and guidelines;
- Leads health service staff located in various sites across the agency;
- Offers input on the performance of health service staff under the direction of the Site Administrator.
- Provides for staff development and training of health service personnel;
- Coordinates the purchase of supplies and equipment needed for health services;
- Directing PCA's on Third Party Billing procedures;
- Following district procedures which includes obtaining Medication Administration consent;
- Maintain health records and updating cumulative health records as needed;
- Obtain immunization records for all students and complete state immunization reports;
- Completing Medical Assistance billing procedures;
- Obtain medical diagnosis and identify ICD-10 codes;
- Provide Blood borne Pathogens, Epi-pen, Medication Administration, First Aid training and other health trainings as needed;
- Administer vision and hearing screenings;
- Participates in regular staff meetings and other projects/committee representation as needed;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Knowledge in the fundamentals, principles and practices of nursing care procedures, methods and techniques;
- Knowledge of relevant public health laws, guidelines and rules pertaining to student health care and nursing care services;
- Knowledge of district administrative rules and procedures pertaining to health care services and operations;
- Knowledge of medical terminology, diseases, current health care issues, concerns and trends;
- Comprehensive knowledge of special education laws, rules, regulations and procedures;
- Thorough knowledge of computerized IEP program;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;

- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

**EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Bachelor's degree in Nursing required;
- Minimum of 3 years nursing experience or directly related work experience preferred.

**LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Licensure as a Registered Nurse by the MN Board of Nursing;
- Licensure as a Public Health Nurse by the MN Board of Nursing;
- Current CPR and First Aid certification;
- Valid Driver's License.

**SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Principal/Dean of Students.
- May provide oversight to LPN/Health Para.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district;
- Business travel is required;
- Work may require long hours including early morning and activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of up to 60 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*