



Job Title: **Lead School Nurse**

Department: **Responsive Services**

Supervisor: **Director of Responsive Services**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs / 186 days** Evaluation Group: **CTESS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The **School Nurse** manages the health services program for the assessment, evaluation, maintenance and improvement of the health of students and staff 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 The nurse will work with severely medically fragile students who may also be severely autistic, non-communicative, deaf or blind.

Experience with gastrostomy tubes, tracheostomies, suctioning, oxygen administration and other specialized medical treatments and equipment preferred.

Knowledge about seizure and psychotropic medication purposes and side effects preferred.

Experience in pediatrics preferred.

ESSENTIAL FUNCTIONS

- Responds to the following as the areas of primary focus of concern
 - Outbreaks of communicable diseases
 - Health-related emergencies
 - Chronic diseases and conditions
 - Student health care plans
- Provide professional advice and support to school staff regarding students with acute or chronic health conditions.
- Determine tasks that may be appropriately delegated to licensed or unlicensed assistive personnel, on a student-by-student basis, and provide appropriate training, documentation and follow up.
- When applicable, direct, monitor and evaluate aides, assistants, volunteers, unlicensed and/or licensed personnel providing health services.
- Train school staff in medication procedures and record keeping, as required by Utah State law.
- Serve as an advisor to the school staff on health conditions that may be appropriately medicated at school and on medications that require the services of a licensed nurse.
- Provide staff training and advice regarding student immunization and record keeping requirements.
- Vision Screenings

- Assure that vision screening clinics are held at each school according to Canyons School District policy. Train vision-screening volunteers and oversee vision-screening clinics to assure that proper techniques are followed and appropriate records maintained.
- Provide written referrals to be mailed home to parents when a vision screening indicates a problem, which may require treatment by an eye care professional.
- Train staff members on techniques for screening for head lice and other parasite infestations.
 - Act as a resource for questions or concerns for re-current or exceptional cases of head lice and other parasite infestations.
- Scoliosis Screening
 - Train principal appointed middle school personnel regarding scoliosis screening.
 - Provide follow-up scoliosis evaluation of students who do not pass the initial scoliosis screening.
 - Provide written referrals to parents when the nurse determines the screening indicates a problem that may require treatment by a health care specialist.
- Coordinate the establishment of guidelines, procedures and training in First Aid and CPR for schools and staff.
- Consult appropriate staff and administrators, families, agencies, primary care providers and other school personnel concerning health related factors that may impact the students' education.
- Document, compile and complete state mandated school health service reports.
- Collaborate with community agencies to provide resources for students and families through serving on committees, task forces, etc.
- Make quick decisions in medical emergencies and be able to communicate with emergency responders.
- Other duties as assigned.

The complex role of the school nurse demands, but is not limited to, an understanding and knowledge of:

- Community, including community as a system.
- 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.

- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

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 employee assigned to this position.
- 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 machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Baccalaureate Degree in Nursing
- Possess a valid current license to practice nursing in the State of Utah.
- Minimum of two years' experience working as a licensed nurse.

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.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, 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.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020