

# SOUTH SIOUX CITY COMMUNITY SCHOOLS

## SCHOOL NURSE

**Reports to:** Principal and Director of Student Services

**Classification:** Classified

**FLSA Status:** Exempt

Exempt under the professional exemption if the School Nurse is an RN. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

**Terms of Employment:** Days according to school calendar as approved by board policy

**Evaluation:** Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy

**Compensation:** Reviewed and established annually by the Board of Education

### EMPLOYEE CHARACTERISTIC REQUIREMENTS

- Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
- Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Integrity—Job requires being honest and ethical.
- Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative—Job requires a willingness to take on responsibilities and challenges.

### WORKING CONDITIONS

- Inside offices and classrooms.
- Exposure to diseases or infections.

### JOB SUMMARY

- The National Association of School Nurses Board of Directors has defined school nursing as: “A specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.”
- Inherent in this definition is the framework that school nurses engage in professional nursing practice, use the nursing process for decision-making, document the care they provide, and assure confidentiality. School nurses address the physical, mental, emotional, and social health of students. In addition, school nurses have as the ultimate outcome of their practice, the support of student success in the learning process. In this context the school nurse provides services to students and children qualifying for early childhood services.

- The School Nurse is responsible for performing within the scope of that definition, which include the following responsibilities and job tasks:

**PERFORMANCE RESPONSIBILITIES**

- Promote and protect the optimal health status of students.
- Provide health assessments.
- Obtain health histories.
- Screen and evaluate findings of deficit in vision, hearing, scoliosis, growth, etc.
- Observe for development and health patterns in making nursing assessment.
- Identify abnormal health findings.
- Develop and implement student health plans, including individual student health plans and asthma, anaphylaxis and diabetes self-management plans.
- Provide ongoing health counseling with students, parents, school personnel or health agencies.
- Plan and implement school health management protocols.
- Participate in home visits as needed to assess needs related to a student’s health.
- Develop procedures and provide for emergency nursing management for injuries/illnesses.
- Promote and assist in the control of communicable diseases. Responsible to ensure appropriate exclusion from and re-entry into school in accordance with State health guidelines and Board policy and for reporting communicable diseases as required by law. Implement precautions for blood borne pathogens and other infectious diseases.
- Counsel with students concerning health problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision-making practices.
- Serve as a resource person to staff members in health instruction.
- Conduct medication administration training and assessment to permit other employees to administer medication to students.
- Coordinate school and community health activities and serve as a liaison health professional between the home, school and community.
- Engage in research and evaluation of school health services to act as a change agent for school health programs.
- Provide consultation in the formation of health policies, goals and objectives for the school district.
- Participate in the development of IEPs and 504 assessments and plans for students with disabilities who need school health services as a related service.
- Ensure compliance with laws related to school health, including school admission requirements such as immunizations, physical evaluations and visual evaluations.
- Provide care and case management for children with chronic health problems.
- Administer the school health services in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.
- Keep current with school health management trends by attending conferences and other professional development activities.
- Adhere to the code of ethics of the District for non-certificated staff, the Nebraska Department of Health and Human Services, and the National Association of School Nurses. The School Nurse must serve as a positive role model for staff and students.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Customer and Personal Service—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Education and Training—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

- Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Monitoring—Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
- Instructing—Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Social Perceptiveness—Being aware of others’ reactions and understanding why they react as they do.
- Service Orientation—Actively looking for ways to help people.
- Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
- Instructing—Teaching others how to do something.
- Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management—Managing one’s own time and the time of others.
- Vision—The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
- Arm-Hand Steadiness—The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Flexibility of Closure—The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Speed of Closure—The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Assisting and Caring for Others
- Documenting/Recording Information—Entering, transcribing, recording, storing, or maintaining information in written or electronic form. This includes: student health records and inventory of medications, medical supplies and instruments.
- Getting Information—Observing, receiving, and otherwise obtaining information from all relevant sources. This includes collecting clinical data and obtaining information from students, parents and medical providers.
- Communicating with Supervisors, Peers, or Subordinates—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems—Analyzing information and evaluating results to choose the best solution and solve problems.
- Establishing and Maintaining Interpersonal Relationships—Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Organizing, Planning, and Prioritizing Work—Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Training and Teaching Others—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. This includes: instructing on topics such as health education and disease prevention.
- Inspecting Equipment, Structures, or Material—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail. This includes communicating technical information and information on health or medical issues.

- Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used. This includes: explaining health diagnoses, treatments and health accommodations to students, parents, and employees.
- Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks.
- Interacting with Computers—Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
- Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. This includes: maintaining student health records and health office files.
- Providing Consultation and Advice to Others—Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
- Perform other tasks or duties as assigned by the Board or the Superintendent.

**EDUCATION AND/OR EXPERIENCE**

- Graduate of an accredited school of nursing.
- Must possess an unrestricted license to practice nursing in the State of Nebraska at all times during employment.
- Must be certified in Basic Life Support or Cardiopulmonary Resuscitation.
- Previous experience in the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Program is preferred.

**REQUIRED KNOWLEDGE AND SKILLS**

- Regular, dependable attendance on the job, the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and the ability to perform the following identified physical requirements:

<b>Physical Requirements School Nurse</b>  E = Essential NE = Non-Essential		Item is not a requirement of the job <b>E</b> N	Occasional – up to 33% of time <b>E</b> N	Occasional/Essential -- up to 33% of time, absolutely essential to the job <b>E</b>	Frequent -- between 34% - 66% <b>E</b>	Continuous -- over 66% of time <b>E</b>
<b>Stamina</b>						
1. Sitting					X	
2. Walking					X	
3. Standing				X		
4. Sprinting/Running		X				
<b>Flexibility</b>						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head				X		
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
<b>Activities</b>						

11. Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12. Hand/grip strength			X		
13. Driving on the job		X			
14. Typing non-stop		X			
<b>Use of Arms and Hands</b>					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
<b>Carrying</b>					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				