

SCHOOL NURSE Job Description

POSITION TITLE: School Nurse
Reports to: Education Services Director
Work Day/Year: Minimum 7.5 hours daily/183 Days
Classification: Exempt
Salary Schedule: Ancillary

ESSENTIAL FUNCTIONS

1. Represents REC 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC 9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintains an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
10. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
11. Must travel from site to site on a daily basis and as emergencies arises.
12. Assist and participate with school staff in development and implementation of school health policies and procedures, and health programs of the local school district for all students
13. Identify health problems including social, psychological, and economic factors that interfere with learning, through screening procedures, assessment and evaluation of the student.
14. Assist with district screenings and make appropriate referrals based on data obtained from

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screening procedures.

15. Maintain student health and immunization records and appropriate follow-up.
16. Provide emergency care and first aid for all students and employees.
17. Implement policies and procedures regarding control of communicable diseases in accordance with regulations of the State of New Mexico Health and Environment Department.
18. Recommend exclusion and readmission of students in connection with infectious and contagious and nuisance diseases.
19. Serve as a consultant and resource person to staff, parents, and students in matters of school health, safety, health education, sanitary conditions and identifying community resources (including special education staff and IEP Committee members).
20. Advise and counsels teachers, parents, and students on health and medical matters and preventative health care, particularly regarding screening for student health defects.
21. Serve on and/or attend (IEP) committee meetings and conferences regarding health services and curriculum.
22. Adheres to district policies and procedures while on district campus.
23. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
24. Participate and conduct in-service training programs, workshops, and continuing education to maintain professional status.
25. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Bachelor's degree from an accredited college or university in nursing. Must be licensed by the State of New Mexico Public Education Department. Area of specialty must be appropriate for health services. Three years successful work experience in the medical field is desirable.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job. Exhibit the ability to understand oral and written instructions. Must demonstrate strong written, verbal, and interpersonal skills. Motor ability to coordinate eyes, hands, fingers, in the operation of office equipment. Visual ability to see and read reports, interaction with other individuals. In the educational system, the District School Nurse provider is a service in which, as a member of a team, whose purpose is to provide a professional medical evaluation, diagnosis, and remedy for all students who seek or are referred for services. In the educational setting, the District School Nurse will communicate clearly in giving and receiving oral/written instruction for the purpose of maintaining health records, reports, and giving, describing, explaining, and instructions. Must demonstrate adaptability in relations with co-workers. Exhibit an accepting and non-threatening attitude toward students and the ability to suitably manage behavior and create an appropriate educational setting

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that will motivate students. The position is responsible for all aspects of student health, including but not limited to, health promotion, health education and counseling, health assessments, including vision and hearing screening, and emergency care. Referrals are made to appropriate local, state, or federal agencies as necessary. Facilitates open communication among student, nurse, teacher, and parent/guardian. Meets with staff and administration to develop programs that will continue to enhance the school health program. Facilitates the employee wellness program.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS

Various office equipment: copier, P.C. computer, calculator, stapler, etc. Vision screener and audiometer, otoscope, thermoscan thermometer, blood pressure equipment and stethoscope.

WORKING ENVIRONMENT

I. SITTING TASKS

- A. Sitting is an occasional requirement but essential to the job 33% of the time
- B. Duties performed during sitting are:
 - 1. Meetings, conferences
 - 2. Writing reports, correspondences, documentation
 - 3. Vision/Hearing screenings
 - 4. Driving from school to school

II. WALKING TASKS

- A. Walking is a frequent requirement of the job 35 - 66% of the time
- B. Duties performed during walking are:
 - 1. Calling for students
 - 2. Classroom visitations
 - 3. Visits with counselors, principals, or teachers

III. STANDING TASKS

- A. Standing is an occasional but essential requirement of the job 33% of the time
- B. Duties performed during standing are:
 - 1. Classroom presentations
 - 2. Short conferences with student, staff member, or parent
 - 3. Mass vision screening
 - 4. Physical assessments

IV. SPRINTING/RUNNING

- A. Sprinting/running is an occasional but essential requirement of the job 33% of the time
- B. Duties performed during sprinting/running: in case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is an occasional but essential requirement
- C. Squatting, stooping, or kneeling is a frequent requirement
- D. Reaching above the head is a frequent requirement
- E. Reaching forward is a continuous requirement
- F. Repeating the same hand, arm, or finger motion many times is an occasional but essential requirement

VI. ACTIVITIES

- A. Hand and grip strength is a continuous requirement of the job

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VII. USE OF ARMS AND HANDS

- A. Manual dexterity is a frequent and essential requirement of the job
- B. Finger dexterity is a frequent and essential requirement of the job

VIII. LIFTING 10 - 25 POUNDS

- A. Lifting items that weigh between 10-25 pounds is a frequent requirement
- B. The items are lifted from floor to waist, from waist to shoulder, and from shoulder to overhead

9. LIFTING 26 - 50 POUNDS

- A. Lifting items that weigh between 26 - 50 pounds is a daily requirement
- B. The items are lifted from car trunk to desk or floor in office and back again at the end of the day
- C. Examples of items that weigh 26 - 50 pounds are:
 - 1. Vision and Hearing equipment
 - 2. File boxes

X. PUSHING AND PULLING

- A. Pushing and pulling of 25 - 50 pounds is an occasional but essential requirement of the job
- B. Examples:
 - 1. Educational material
 - 2. Equipment
 - 3. Furniture

XI. CARRYING TASKS

- A. Carrying of items that weigh between 25 - 50 pounds is a daily requirement
- B. Examples:
 - 1. Documents, files, notebooks
 - 2. Educational materials and supplies
 - 3. Medical equipment and screening supplies

XII. WORKING CONDITIONS

- A. Working conditions are the physical surroundings of a worker in a specific job
- B. The following are the essential working conditions of the job:
 - 1. Working inside is a continuous requirement of the job
 - 2. Travel from site to site is a continuous requirement
 - 3. Working outside is an occasional but essential requirement
 - 4. Interacting with the public, students, and staff is a continuous and essential requirement
 - 5. Multiple demands from multiple people is a continuous and essential requirement of the job
 - 6. Harmonious cooperation with the administration school board, and medical community is an essential requirement

XIII. PHYSICAL ABILITIES/ACTIVITIES

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job
- B. Vision

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1. Seeing close work such as typed or handwritten material is a continuous requirement of the job
 2. Being able to tell differences between colors is a continuous requirement of the job
 3. Vision from a distance is a continuous requirement
 4. Having good depth perception is a continuous requirement
- C. Hearing
1. Ability to tell where a sound is coming from is a continuous requirement of the job
 2. Hearing differences among bells, buzzers, beeps, horns, etc. is an occasional but essential requirement
 3. Hearing in a noisy environment is a continuous requirement
 4. Hearing in a quiet environment is a continuous requirement
- D. Speech/Communication
1. Communication (oral and written) is a continuous requirement

XIV. USE OF PROTECTIVE EQUIPMENT

- A. Personal protective equipment essential to the job:
1. Automobile safety devices, (seat belts, etc.)
 2. Use of proper body mechanics
 3. Practice of Universal Precautions

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for School Nurse.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name_____ Date_____
Employee Signature_____

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