



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

School Nurse

Department:

Health Services

Unit:**Immediate Supervisor:**

Building Principal

Grade Placement:

Annandale Education Association Master Agreement

FLSA Status:

Exempt

Job Summary:

Under the direction of the Building Principal, the Licensed School Nurse provides guidance and direction for the building(s) health program, assesses and evaluates the health status of students, provides counseling to students and their families regarding health issues and provides specific recommendations for students with special health needs. The Licensed School Nurse provides education and training for staff in the areas of health and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establishes, maintains and updates health records for all students Preschool through Grade 5; or Grade 6 through Grade 12.
2. Performs and supervises first aid and emergency care to sick or injured students.
3. Provides assessment, care, and/or referrals for students with health concerns.
4. Supervises, assigns, monitors and evaluates the work activities of building health assistants. Provides training in the routines, operations, and requirements of health services.
5. Administers and supervises administration of all medications according to school policy.
6. Evaluates and provides health related services for Special Education Students.
 - Assesses student health status and writes evaluations for all initial and 3-year evaluations.
 - Collaborates and consults with special education staff.
7. Coordinates district programs and educates appropriate staff applicable to the grade levels they serve
 - Provides vision, hearing and scoliosis screening for students as recommended by the MN Department of Health.

- Preschool Screening, if applicable.
 - Bloodborne Pathogens training for staff.
 - First Aid and Automated External Defibrillator (AED) training for staff.
8. Educates students in the classroom setting regarding various health related topics.
9. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree with a major in Nursing.
- At least 1 to 3 years of prior work related experience.

License/Certification Requirements:

- MN Board of Nursing: Registered Nurse
- MN Board of Nursing: Public Health Nurse
- MN Board of Education: School Nurse

Knowledge required to perform the essential functions of the job:

- 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 medical terminology, diseases, current healthcare issues, concerns and trends.
- Knowledge of child development stages to communicate with a variety of students PreK-Grade 12.
- Knowledge of maintaining a database in relation to updating and maintaining records.
- Knowledge of district policies and procedures related to health services.
- Knowledge of the chemical analysis of drug formulations and the desired and adverse effects when administered.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals regarding student health concerns.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors and building staff.
- Assessing, evaluating, planning and implementing health care and health care services within the district.
- Planning, implementing and instructing students and staff in health care issues.

- Delivery of nursing treatments, first aid and emergency health services.
- Organizing, implementing and maintaining health records; documentation and reporting requirements.
- Ability to organize and implement various health screenings.
- Mathematical calculations in regards to dosage of medications in accordance with physician orders.
- Skilled in delivering presentations.
- Maintaining confidentiality, following Data Privacy rules and regulations.
- Ability to accurately interpret written materials of a technical nature.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Sedentary work. Exerting up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects.