



**POSITION DESCRIPTION
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Licensed School Nurse	Department: Teaching & Learning	Bargaining Unit: Teacher
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Exempt

Job Summary:

Under the direction the Principal, the Licensed School Nurse is responsible for providing professional nursing services to advance the well-being, academic success and lifelong health of students. The School Nurse facilitates and promotes health and safety; intervenes with actual and potential health problems; administers medication; performs prescribed treatment; provides case management services; and collaborates with other professionals to address student health and needs.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs skilled nursing procedures, first aid, referral, monitoring and follow up of health problems. Provides medications and administers treatments to students so that they can remain in school.
- Coordinates and implements state and federal health related mandates:
 - a) Reviews immunization status of all students and updates immunization records. Prepares and files annual report of immunizations with the MN Department of Health.
 - b) Maintains and updates student health records.
 - c) Maintains updated student records in the student data management system so parents and students can access it.
 - d) Reports any communicable diseases per requirements and guidelines.
 - e) Reports any suspected cases of child abuse or neglect.
 - f) Plans, implements and documents outcomes of health screenings. Performs referrals and follow up, as indicated.
- Performs nursing assessments when students visit the health office with complaints of injuries. Reviews student health records, evaluates records for indications of health issues/concerns/needs; identifies any abnormal health findings.
- Develops Individualized Health Plans or protocols for students with episodic, chronic or special needs. Plans for diabetic, epileptic, children with severe allergies or multiple special needs. Monitors, reviews and updates individualized health plans.
 - a) Interprets health status to parents and school personnel.
 - b) Makes recommendations and referrals, as appropriate.
 - c) Provides ongoing health counseling.
- Plans, develops, recommends and implements school health policies and procedures.
- Serves as a health advocate and liaison for students with staff, parents, health care providers and community agencies.

- a) Communicates with parents regarding health conditions, injuries, medications or treatments.
 - b) Informs school personnel regarding student health issues.
 - c) Trains school personnel and staff regarding health conditions and specific student health needs or concerns.
- Assists in training, instructing and monitoring the activities of health aides and substitutes in the health office.
 - Performs other duties of a comparable level or type, as required.
- a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
 - b) Keeps abreast of changing developments, trends, and technologies within the field.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Nursing
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge in the fundamentals, principles and practices of nursing care procedures, methods and techniques. • Principles of disease prevention, documentation and surveillance • Knowledge of relevant public health laws, guidelines and rules pertaining to student health care, early childhood screenings, special education and nursing care services. • Knowledge of special education rules and guidelines pertaining to initial and ongoing evaluation requirements. • Knowledge of district administrative rules and procedures pertaining to health care services and operations. • Knowledge of medical terminology, diseases, current health care issues, health assessment/symptoms, concerns and trends. • Fundamentals of child health and development. • Knowledge of district administrative procedures, policies and guidelines. • Knowledge of community resources, health agencies and social service organizations in the community.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 1 year nursing experience.			

LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a valid driver's license in the State of MN. Registered Nurse by the Board of Nursing and Licensed as a School Nurse by the MN Department of Education. CPR Certification.
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Assessing, evaluating, planning and implementing health care and health care services within the district. • Coordinating, delegating, monitoring and directing health aides. • Planning, implementing and instructing students and staff in health care issues and concepts. • Delivering and conducting skilled nursing treatments, first aid and emergency health services. • Administering medications and performing skilled nursing treatments. Use of nebulizers, audiometers, vision charts, injections, insulin pumps and pens, performs tube feedings, PIC line care, etc. • Organizing, implementing and maintaining health records, documentation and reporting requirements. • Preparing and presenting health presentations. • Setting work priorities and working independently. • Conducting and implementing of various health screenings. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials. Collaborating with and working with other professionals in a team environment. • Computer skills of databases, reports, spreadsheets, documents, and correspondence. • Maintaining confidentiality and data privacy.

HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand			x		Up to 10 lbs			x	
Walk			x		Up to 25 lbs			x	
Sit				x	Up to 50 lbs		x		
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance		x							
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell		x							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 4/2015 by BCC; Updated 6/2015

