

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: NURSE

TYPE: Licensed (Non TSPC)

REPORTS TO: Director of Student Achievements

### POSITION SUMMARY:

The primary purpose of this position is to provide the students a program of prevention, intervention and education which allows all students to benefit from a healthy and safe school environment. These functions include health assessment, health counseling, and health education. Additionally, this position evaluates and consults employees on work injuries prior to seeking outside medical attention.

### MINIMUM QUALIFICATIONS:

1. Valid Oregon Registered Nurse's License
2. Criminal history clearance
3. Two years of nursing experience preferably in a school or community health setting

### ESSENTIAL FUNCTIONS:

1. Provides annual health assessments of each student which may include vision, hearing, dental and posture screening. Refers students as indicated and provides follow-up of identified health problems.
2. Maintains complete records of health status of each student. Reviews records to identify possible health problems.
3. Collaborates with building administrators and other school staff to develop prevention oriented health services, policies and procedures.
4. Inspects, excludes, refers and educates those students and families suspected of having communicable disease.
5. Maintains Certification of Immunization Status for each student utilizing the Linn-Benton-Lincoln computer network and advises building principals of students to be excluded due to lack of immunization.
6. Trains, supervises, and delegates to building staff in the management of accidents, illnesses, and medication based upon policies determined by the district.
7. Provides consultation and in-service training to teachers and other educational staff regarding physical needs of students.
8. Provides nursing care and assessments for selected students and on-the-job injured employees. Identifies goals for care, makes nursing diagnoses and formulates a written plan for meeting these goals. Evaluates and revises this plan of care as needed. Participates in case staffings and the implementation of IDEA as indicated/requested.
9. Provides annual updates for building staff on management of bloodborne pathogens.
10. Serves as liaison between district and community health related agencies.
11. Serves as resource person and consultant for health classes and curriculum development committees.
12. Participates as a member of the School Health Advisory Committee.
13. Assists parents and community members as needed.
14. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
15. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
16. Operates computer and software programs as related to job responsibilities.
17. Lifts, moves or restrains a student on a regular basis.
18. Frequent or prolonged standing, walking and sitting.
19. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

1. This position is performed primarily indoors in school buildings, although some outdoor instruction and supervision are required.
2. Possible exposure to bodily fluids due to student or employee injury or illness.
3. Evenings and/or extended work hours are often required.
4. Required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

**TERMS OF EMPLOYMENT:**

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.
- I hereby certify that I am able to fulfill the essential functions of the above position.

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Employee Name (Print)

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Employee Signature

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Date