

**Title:** PERSONAL CARE SCHOOL NURSE

**Qualifications:** Valid license to practice as a Registered Nurse in Idaho.

**Reports to:** Special Education Case Manager

**Job Goal:** Provide professional healthcare and guidance as they pertain to the total medical needs of an individual student.

**Position Responsibilities (to include):**

1. Assesses, evaluates, and monitors the specific health needs and medical condition of the assigned student(s) throughout the school day.
2. Provides daily health services and emergency care to the assigned student(s) in case of injury or sudden illness.
3. Consults with and advises the student's teachers and parent(s) on relevant health matters as they pertain to the assigned student.
4. Assists the assigned student(s) throughout the school day with regard to medical issues and provides the student(s) with academic accommodations and modifications as needed.
5. In the assigned student's absence, assists in the Post Falls School District as assigned by the Superintendent, Director of Special Education Services, Nurse Leader and/or Building Principal.
6. Monitors the student's absenteeism with regard to health-related issues and consults with school officials as needed.
7. Continually pursues professional training to keep skills current, joins in-service training programs, attends courses, and participates in departmental meetings.
8. Relates positively to parents, staff, students and administration.
9. Maintains a friendly, professional attitude.
10. Serves as a positive role model for students.
11. Maintains student, employee and school confidentiality.
12. Performs other duties as assigned.

**Essential Functions - required with or without reasonable accommodations:**

- Regular and predictable attendance. Notifies the case manager in the event of an absence.
- Effective communication capabilities to discern verbal and written conversation.
- Comprehend the meaning of words and respond effectively.
- Visual acuity to observe and manage student behavior and activity.
- Personal mobility, flexibility and balance which permits the employee to work in a school environment.
- Job tasks may require continual standing, walking and working outside in all types of weather.

**Terms of Employment:**

This position shall be considered in all respects "employment at will." The employment period (work year) and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the Superintendent or his/her designee(s) and at all times shall be subject to the rules, regulations and policies of the District as established by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which are in writing and made available to the employee at the building principal's office and the District Administration Office.

The employment period (work year) shall be set by the Superintendent or his/her designee(s). The salary shall be determined each year by the Board of Trustees on recommendation of the Superintendent.

**Evaluation:**

Performance of this job will be evaluated periodically by the immediate supervisor in accordance with District policy.

Post Falls School District is an Equal Opportunity Employer and does not discriminate or deny any services on the basis of age, race, religion, color, national origin, sex and/or disability.