ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
DISTRICT NURSE

Department: School Buildings
Immediate Supervisor: Building Administration
Date: January 2010

SUMMARY: The nurse will assist children in cooperation with other educators, in acquiring health knowledge, in developing attitudes conducive to healthful living and in meeting their needs resulting from disease, accidents, congenital defects and psych-social maladjustments and to maintain, improve or adapt to their individual health status.

***QUALIFICATIONS*:**

1. Registered Nurse currently licensed in Oregon.
   3. Ability to oversee and direct the District Health programs.
   a. Works in collaboration with Clinic Nurse Practitioner referrals.
   b. Assist with grant writing, fund raising and program development.
2. Prior job-related experience will be considered but not required.
3. Such alternative or additional qualifications as the Board or Superintendent may find appropriate or acceptable.

SUPERVISORY RESPONSIBILITIES:

Non-licensed personnel in performance of delegated nursing tasks/volunteer nurses, and Sacagawea Clinic Medical Assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Health Assessments and Screening
   a. General health status
   b. Eye health and vision screening
   c. Dental health and screening
   d. Orthopedic and posture evaluation
   e. Medications or any form of substance abuse in schools
   f. Emotional and mental health assessments
   g. Special screening
   h. Interprets medical data
   i. Maintains District health records
2. Health Counseling
   a. For pupils, families and school personnel
   b. Referrals to appropriate persons and agencies.
   c. Periodic evaluations.
3. Communicable Disease Prevention and Control
   a. Immunization
   b. Inspection
   c. Education
   d. Reporting and law enforcement.
4. Environmental Health, Safety and Accident Prevention and Correction
   a. Inspection of school facilities with infractions reported to appropriate personnel in compliance with policy and law.
   b. Provide emergency care and provisions for students and school personnel.
   c. Initiates referrals and facilitates access to health care providers.
   d. Assess, reports child abuse and neglect.
5. Special Education Programs – Candidate identification, qualification, placement and follow-up for:
   a. Physically handicapped (visual, aural, aphasic, cardiac and orthopedic.)
   b. Socially handicapped (pregnant and potential drop-out.)
   c. Home and hospital instruction.
   d. Liaison between parents, physician and school personnel.
   e. Case Manager of students with health care needs.

6. Health Education
    a. Related health information to school, home and community.
    b. Serves as resource person.
    c. Serves on health curriculum development committees.
    d. Encourages the inclusion of relevant health education information in other subject areas.
7. Provides Staff Training
    a. Blood borne Pathogens
    b. Medication Administration
    c. First Aid
8. Program Development
    a. Fluoride program
    b. Prevention of the spread of head lice
    c. Volunteer programs
9. School and Community Health
    a. Assures that school health services are integrated into the community health program.
    b. Cooperated and works with agencies-local, state and federal.
    c. Maintains effective public relations.
10. Evaluation of School Nursing Services
    a. Keeps health records – student and school.
    b. Analyzes, evaluates and updates information and programs.
    c. Manages grant monies for health services and provides necessary reports.
    d. Conducts periodic self-evaluation by means of a professional instrument.
11. Professional Responsibility
    a. Complies with Codes of Ethics and Standards for the nursing and teaching professions.
    b. Promotes professional opportunities.
    c. Keeps current with health trends through literature, continuing education, participation in community and professional organization.
12. Personal Qualifications
    a. Must have a sincere concern, understanding and desire to work with youth and adults.
    b. Must maintain an awareness of the role of the professional school nurse and the importance of school nursing to the attainment of optimum health of youth, their families and community.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
    a. Stand/walk 4 – 8 hours
    b. Sit 4 – 8 hours
2. The nurse may occasionally:
    a. Bend/kneel/squat/reach
    b. Climb Stairs or ladders
    c. Use hands for repetitive motions
    d. Lift, push or hold items up to ninety pounds such as students in wheelchairs.
3. Specific vision abilities required by this job include close vision, distance vision and depth perception.
4. Noise level is usually moderate.

OTHER: *The information contained in this job description is for compliance with the American with Disabilities Act*

(A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

I have read and understand the above requirements of this job description.

Employee Signature _____ Date_____

Employee Name (Print) _____