

LYON COUNTY SCHOOL DISTRICT

Certified Chief School Nurse

Job Group: General Education Services-Licensed

Classification: Manager

Terms of Employment: Defined in Manager Employment Agreement

FSLA Status: EXEMPT

POSITION SUMMARY: This person selected for this licensed administrative position will provide planning, direction and supervision of the District's Student Health Services district-wide and is responsible to see the health services to students are delivered according to state and federal mandates. Serves as chief nurse for the Lyon County School District under the provisions of NRS and NAC 632, and NRS 391.207. Performs school nurse duties for the schools in all enrollment areas. Provide the fullest possible educational opportunities for each student in the Lyon County School District by creating a climate of health and well being, minimizing absence of students due to illness, and removing health related barriers to the learning process. This person will be expected to report directly to the Director of Special Services.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for ensuring that health and nursing services provided to LCSD students are delivered according to state and federal mandates as well as nationally recognized best practice standards of care.
2. Provides technical and consultative supervision to district-wide health services personnel.
3. Plan, organize and supervise the district health services program.
4. Serve as chief consultant regarding the delivery of health related services within the District.
5. Demonstrates superior knowledge of current nursing theory; clinical modalities; medical technology; best practice standards, health promotion and their relationship to school nursing and educational laws and academic program goals and objectives;
6. Keeps administration informed of new health guidelines and regulations.
7. Assists health services employees to understand and implement department procedures that are aligned with the Nevada Nurse Practice Act, NRS/NAC 632, NRS 392, and other applicable state laws and regulations as well as district policies through an organized and cohesive system of mentoring and orientation.
8. Conduct staff meetings and coordinate in-service training for all district health services personnel.
9. Attends necessary IEP's, health plan, and 504 meetings across the district.
10. Oversees CPR re-certification for district employees who are required by law to be certified.
11. Work with the Director of Special Services to budget for and purchase health service supplies.
12. Advertises, solicits, interviews, screens and recommends nurses for hire.
13. Supervises, observes, evaluates, presents and discusses evaluations with all nursing personnel in the district.
14. Encourages students and staff to participate in practices that promote the optimal health and wellness of students and that enhance each student's academic achievement.
15. Tracks and ensures compliance with state laws regarding undesignated EpiPens in all LCSD schools, state reports on student immunization compliance; health screening; and state-mandated charter school health and safety audits.
16. Collaborate with and act as a member of the District Wellness Program.
17. Collaborate with and act as a member of the District Human Sexuality Committee.
18. Attend various state sponsored training for any health related issues.
19. Attend all state mandated meetings for all health related topics.
20. Work professionally and collaboratively with administration, staff, parents, and community.
21. Acts as liaison between the district and health-related professionals and community agencies, including situations involving communicable disease outbreaks in LCSD schools.
22. Is aware of and subject to appropriate laws of the State of Nevada, including the Nevada Nurse Practice Act, the IDEA, Section 504, and the regulations of the district and the Nevada Department of Education.

23. Participate in other job-related duties and activities related to the position as assigned.

Performance of this job will be evaluated in accordance with the Board's policy on Evaluation of Certified staff.

POSITION EXPECTATIONS:

1. Work cooperatively with students, parents, peers, administration, and community members.
2. Participate as collaborative member with other faculty and staff.
3. Knowledge of principles and practices of nursing and educational administration, including department finances, health delivery methods and techniques, evaluations, and program development, applicable federal, state and local laws, regulations, ordinances and policies; an understanding of the health and development of school-aged students and the social and individual challenges inherent within that age group; human resources development; school law; conflict resolution; public relations; principles of effective management, staff supervision and administration.
4. Maintain accurate and complete records as required by law and district policy.
5. Maintain and improve professional competence through continued education and in-service.
6. Communicate professionally and effectively in written, oral, and non-verbal terms.
7. Oversees the activities of all Nurses and/or Clinical Aides in those areas relative to health services.
8. Provides resources and health counseling to students, families and school staff.
9. Perform other job-related duties as may be assigned by the site administrator/supervisor.

LICENSES AND CERTIFICATIONS:

1. Valid license to practice as a nurse issued by the State of Nevada Board of Nursing;
2. Valid Nevada School Nurse Certificate from the Nevada Department of Education as required by NRS 391.207;
3. Minimum of three (3) years in school nursing.
4. Must possess a valid Nevada Driver's License and be able to operate a district vehicle.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, stand, and perform physical activity for extended periods of time as applicable. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may frequently be required. Heavy lifting (25 pounds or more) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate

to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work on equipment and/or machinery that poses inherent risks. May involve work in crowded environments.

Hazards: Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/ Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use	X			
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				

Senses:				
Eyes	X			
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination	X			
Audio Alarms	X			
Ability to Smell	X			

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Management Signature: _____ Date: _____