



POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: School Nurse	Department / Building: Assigned Building
Reports To: Principal; Director of Special Services	FLSA Status: Exempt
Grade / Subgrade: Health Services	Bargaining / Work Unit: Certified Staff
Duty Year: 186 days	Position Last Updated: 02-20-2024

SECTION II: JOB SUMMARY

Responsible for identifying, removing, and remediating health-related barriers to learning and to ensure the health and safety of students and staff. Serves as a liaison between school, parents/guardians, and community in health-related matters. Work is performed under the on-site day-to-day supervision of the building principal with direction, policy, and task assignments provided by the director of special services.

Licensed school nurses may be assigned as needed to varying buildings based on student and district health needs.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Development, implementation, and documentation of health programs and records
Percent of Time	65%	

Tasks involved in fulfilling above duty/responsibility:

- Provides direct professional nursing services such as first aid, illness and emergency care, medication administration, g-tube feedings, catheterizations etc., and health teaching.
- Evaluates systems of first aid, medication administration, illness management, and emergency care in the health offices.



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- Establishes and maintains student health recordkeeping systems and keeps records up-to-date for new and current students.
- Interprets health information and its impact on education planning for students.
- Develops written health and emergency care plans for students needing health procedures and accommodations.
- Maintains a system for documentation of student health office visits, incident/accident reports, and administration of medication and specialized health care procedures.
- Coordinates prevention and control of communicable diseases processes.
- Plans and implements the district's preschool screening program consistent with MN laws and regulations.
- Coordinates student vision and hearing screenings and assessments in accordance with MN Department of Health recommendations with follow up referrals as appropriate.
- Develops and revises district health-related policies and ensures compliance with state and federal laws and regulations.
- Monitors student compliance with state immunization laws and files various health reports as required.
- Serves as liaison between the district and community agencies regarding health matters.
- Collaborates with special education teams to ensure student health and safety. Duties may include: attending special education meetings when appropriate, providing supervision and training to special education paraprofessionals as needed, obtaining and documenting health assessments.

Duty/Responsibility #	2	Statement of duty/responsibility: Training and supervision of staff
Percent of Time	25%	

Tasks involved in fulfilling above duty/responsibility:

- Communicates with, supports, and monitors staff in implementation of health care plans.
- Supervises and trains health paraprofessionals and delegates nursing functions following appropriate assessment, teaching, monitoring, and supervision according to MN Nurse Practices Act.
- Serves as a resource to staff, students, and families regarding health-related issues and concerns.
- Prepares and presents health-related educational materials in classrooms and during home visits.
- Provides training and communicates required health information to staff supervising students with medical needs such as bus drivers, support staff, certified staff, and administrators.

Duty/Responsibility #	3	Statement of duty/responsibility: Special Projects
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Percent of Time	10%	
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Tasks involved in fulfilling above duty/responsibility:

- Attends student planning and concern meetings as necessary.
- Performs Qualified Professional duties for the third party reimbursement program including: developing care plans, training paraprofessionals/PCAs, monitoring as required by MN third party reimbursement guidelines. Collection and submission of data as required for third party reimbursement.
- Attends and participates in local, regional, and state professional organizations and conferences related to student support services and school health programs in order to keep current relative to the field of school health, the district community, and the broader regional and state community.
- Assists in the coordination of emergency response as part of the district crisis intervention team. Maintains district naloxone emergency response procedures in accordance with district policy.
- Attends meetings, workshops, and training sessions as assigned by the building principal or director of special services.
- Performs other job-related duties as requested or assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of nursing practice and health management concepts sufficient to assist students in need of medical assistance.
- Knowledge of community agencies to help students and their families.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.
- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school program.
- Knowledge and ability to maintain a good working knowledge of the site, area(s) and student population(s) to which assigned.
- Ability to develop and maintain effective working relationships with students, staff, and parents.
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Ability to interpret directions and clearly articulate expectations to students.
- Ability to demonstrate caring and warmth for children and an understanding of children's needs.
- Knowledge of and the ability to incorporate into the job, general concepts covering child and adolescent health and development.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively



performing this position as outlined in the job description.

- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly student related records.
- Understanding of and ability to work effectively with students with disabilities (severely mentally and physically impaired children) including dealing with seizures and medical emergencies.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree in Nursing and all requirements of the MN Professional Education Licensing and Standards Board licensure as a school nurse (LSN).

SECTION VI: EXPERIENCE REQUIREMENTS

- Two to four years of experience in an educational or public health environment required.
- One year of experience working with children with special needs is preferred.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands			
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)			
Physical	Lifting/Carrying		Exposure to Environmentals
Standing	F	Up to 10 pounds	C Possible exposure to blood-borne F



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				pathogens through body and/or body fluids	
Walking	F	Up to 25 pounds	F	Toxic chemicals	O
Sitting	F	Up to 50 pounds	O	Moving parts	O
Talking in person/on the phone	F	Up to 75 pounds	N	Electrical shock risk	N
Pushing/pulling	F	Up to 100 pounds	N	Explosives	N
Hearing	F	More than 100 pounds	N	Fumes	N
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F	Extreme heat (non-weather)	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions	N
Crouching, crawling, kneeling, squatting	F	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	Sight	
Stretching/reaching with hands and arms	F	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	F
Distinguishing smell	O			Looking at computer monitor	F
Distinguishing temperature	F			Color vision (identify and distinguish colors)	F
Traveling by automobile	F			Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.