

Registered Nurse

DEPARTMENT:	Student Services	REPORTS TO:	Lead Nurse
WORK SCHEDULE:	10 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

Provide care and first aid for students and staff, including assessing and treating illnesses and injuries, administering medications and vaccinations, and documenting treatments and care. Coordinate care plans and medications for students with documented medical conditions. Communicate with parents, guardians, and staff as needed regarding students' health status. Provide health education to ensure a healthy student body and staff.

Task Title	Essential Job Functions	Percent of Time Spent
Responsive Care	<ul style="list-style-type: none"> ● Treat and monitor illnesses and injuries. ● Provide first aid and medical attention as required. ● Assess the health and well-being of patients. ● Refer patients to additional care as needed. 	40%
Scheduled Care	<ul style="list-style-type: none"> ● Administer and manage scheduled medications. ● Completing scheduled blood sugar checks and deliver insulin boluses via insulin pumps to diabetic students ● Establish and manage care plans/individual health plans for medical conditions 	20%
Documentation and Recordkeeping	<ul style="list-style-type: none"> ● Maintain timely documentation of clinical care, including visits, medications, and relevant communication. ● Track and enter health information, such as action plans and immunization records. ● Maintain health records with strict confidentiality. 	15%
Family Support	<ul style="list-style-type: none"> ● Answer phone calls made to the clinic ● Make phone calls to parents ● Communicate with parents and guardians regarding their children ● Act as an advisor by counseling those with chronic illness and their families ● Refer students or families to community resources as needed ● Report concerns to DFS if needed 	15%
School-wide Support	<ul style="list-style-type: none"> ● Conduct screenings for students, coordinating with teachers as needed ● Assure that each student is adequately immunized in accordance with current state laws, CDC guidelines, and county ordinances 	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Provide educational resources for faculty and students on topics like communicable diseases and their treatment ● Serve as a resource for health-related issues, health education, and community resources ● Make classroom observations as needed to document and assess behavior for possible medical referrals 	

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** Decisions impact individual work/job tasks

Qualifications

Required

- **Education:** Two-year college degree from an accredited Professional Nursing Program
- **Licensure:** Missouri Registered Nurse License
- **Certificates, Certifications, or Other Training:** CPR certification (including bi-annual recertification as provided and required by the Kirkwood School District). Knowledge of current city, county, and state immunization laws, child abuse and neglect laws.
- **Previous Work-Related Experience:** 1-3 years

Preferred

- Bachelor’s degree in Nursing
- Three or more years of experience in nursing
- EMS certification
- First aid certification

Knowledge & Skills

Knowledge

- **Basic:**
 - Administrative: Administrative and office procedures, functions and basic office tasks,
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications and programming.
 - Food production: Techniques and equipment for preparing food, including storage/handling techniques.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**

- Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
- **Advanced:**
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
 - Medicine: Knowledge of the information and techniques needed to diagnose and treat human injuries, chronic illnesses, and diseases. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Expert:**
 - Health Services: Treating and preventing disease, and improving and preserving physical and mental health and well-being.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Active listening, Critical thinking, Time management, Service orientation, Social perceptiveness,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Science, Writing, Active learning, Monitoring, Coordination, Instructing, Complex problem solving,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning strategies, Management of material resources, Negotiation, Judgment and decision making, Systems analysis, Systems evaluation, Equipment maintenance, Equipment selection,
- **Rarely (Less than 1 hour or 12% of the day):** Persuasion, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Crouching/Kneeling, Sitting, Standing, Walking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Balancing, Carrying/Lifting, Multi-limb coordination, Repetitive motion, Color Vision
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Climbing, Pulling/Pushing, Reaching

Mental and Psychological Demands:

- *Medium demands:* The job requires some mental effort and involves moderate levels of stress (e.g., Occasional need to deal with difficult customers or manage emotions when interacting with others, sometimes work under tight deadlines, limited or no exposure to public criticism, occasionally requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Working Environment

- *Moderate risk and discomfort level:* The work involves moderate risks or discomforts that require basic safety precautions, e.g., working around moving parts, carts, or machines; exposure to contagious diseases or irritant chemicals. Employees may be required to use common protective clothing or gear, such as masks, gowns, coats, boots, goggles, gloves, or shields.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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