

LYON COUNTY SCHOOL DISTRICT- HR Department

Certified School Nurse – Registered Nurse

Job Group: General Education Services-Licensed

Classification: Certified

Terms of Employment: 9 Months or (185/189 Paid Days, 7.5 Hour Workday)

FLSA STATUS: EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

POSITION SUMMARY: Under the general guidance of the Chief Nurse, this person plans, coordinates, implements, and evaluates the health services program of assigned schools including the areas of nursing services, health and nursing education and environmental health and safety; provides direction and supervision to Classified nurses and school health aides; consults with the Chief Nurse for direction and supervision in situations involving school or nursing policy. The person will create and maintain an educational atmosphere that encourages effective student learning and supports school and district programs and goals. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA. This position reports directly to and is evaluated by a school site administrator with input from the LCSD Chief Nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ensure compliance with special services such as IEP's and other related mandates.
2. Provide classroom management and discipline that ensures safety at all times.
3. Actively contribute to the School Improvement Plan (SIP) process.
4. Prepares and implements a written health care plan (IHP) for students receiving direct nursing services.
5. Teaches a certified nursing assistant class at the high school based on Lyon County School District needs.
6. Work professionally and collaboratively with administration, staff, parents, and community.
7. Prepare students for and participate in state and national competitions as applicable.
8. Maintain timely and accurate records in the Student Information System.
9. Attends to the acute and chronic health care needs of students and staff and refers them to appropriate medical personnel as necessary.
10. Performs State mandated height, weight, vision, hearing, and scoliosis screening at designated grade levels.
11. Oversees the immunization and communicable disease status of students in the school ensuring that all students meet the requirements of state law.
12. Administers legally prescribed, labeled and dispensed, medications with written medical and parental permission to students following a safe and reliable medication procedure.
13. Perform scheduled maintenance checks of the site's Automated External Defibrillator (AED).
14. Participate in other job-related duties and activities related to the position as assigned.
15. If teaching the CNA CTE course:
 - Administer appropriate district curriculum that is aligned with the Nevada State Standards, Nursing Assistant CTE Standards, and/or Common Core State Standards.
 - Ensure the opportunity for all students to learn in a respectful environment.
 - Create and maintain a positive, orderly, and academically focused instructional environment.
 - Develop and implement effective lessons using the LCSD lesson plan template.
 - Analyze student progress and provide individualized instruction and feedback.

POSITION EXPECTATIONS:

1. Work cooperatively with students, parents, peers, administration, and community members.
2. Participate as a collaborative member with other faculty and staff.
3. Maintain accurate and complete records as required by law and district policy.
4. Maintain and improve professional competence through continued education and in-service.
5. Communicate professionally and effectively in written, oral, and non-verbal terms.
6. Oversees the activities of Classified Nurses and/or Clinical Aides in those areas relative to health services.
7. Provides resources and health counseling to students, families and school staff.
8. Perform other job-related duties as may be assigned by the site administrator/supervisor.
9. If teaching the CNA CTE course:
 - Demonstrate knowledge, skill, and ability to provide instruction in a classroom.
 - Guide the learning process toward achievement of curriculum and student goals.
 - Establish and communicate clear expectations for all lessons, units, and projects.
 - Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.

POSITION REQUIREMENTS:**Education and Training:**

Bachelor's Degree from an accredited college or university.

Licenses and Certifications:

1. Must possess a valid license issued by Nevada State Board of Nursing to practice as a registered nurse.
2. Must possess or be able to obtain certification by the Nevada State Board of Education to work as a certified school nurse in Nevada.
3. Must possess a valid Nevada Driver's License and be able to operate a district vehicle.
4. Must possess current, or be able to acquire, a Healthcare Provider Basic Life Support (BLS) Certification within 30 days of hire.

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: _____