



Nurse

Purpose Statement

The role of the Nurse is to assess the health needs of students, develop emergency care plans and individual health plans with input from parents and physicians, comply with laws related to student health, and provide appropriate care for ill, medically fragile, and injured students. The nurse also serves as a resource to teachers, staff, and administrators, identifying health problems for referral for proper treatment, and delegates appropriate nursing interventions to Unlicensed Assistive Personnel (UAP).

Supervisory Relationship

Reports to: Nurse Coordinator/Principal

Essential Functions

- **First Aid and Medical Treatment:** Administer first aid, medication, and specialized medical treatments (e.g., oral suctioning, catheterization) to provide appropriate care for ill, medically fragile, and injured students.
- **Mandated Screenings:** Conduct mandated screenings (e.g., vision, hearing, asthma, anaphylaxis assessment, back/scoliosis screenings) to refer medical conditions and provide appropriate care.
- **Safety Assessments:** Assess situations involving student safety, abuse (physical, sexual, drug), and other health-related issues to identify problems, refer for proper treatment, and comply with legal requirements.
- **Collaboration:** Work with parents, students, healthcare providers, and public agencies to promote and secure student health services, provide information, and comply with legal requirements.
- **Site Assessments:** Conduct assessments of health issues, student health records, and emergency preparedness to identify issues and provide recommendations for improving safety and accessibility.
- **Health Education:** Conduct age-appropriate health education programs and activities (e.g., nutritional workshops, handwashing, head lice control) to support established lesson plans.
- **Staff Wellness Initiatives:** Coordinate staff wellness initiatives (e.g., flu shots, blood drives, bone density scans, cholesterol screenings) to assist staff in achieving optimal health and well-being.
- **Supervision:** Direct the work of UAPs, fieldwork nursing students, interns, and instructional assistants, ensuring program objectives are achieved.
- **Record Maintenance:** Maintain confidential student health files and records (e.g., health care plans, agency referrals, accident reports, immunization compliance, emergency medication log) to comply with legal requirements and professional standards.
- **Meetings and Workshops:** Participate in meetings, workshops, seminars, and interdisciplinary teams (e.g., IEP, 504 Plans, school nurse group meetings) to gather, convey, and share information on student health needs, service delivery, and educational programs.
- **Training and Education:** Provide training on health-related subjects (e.g., EpiPen, allergies, seizures, diabetes/insulin, playground safety, disaster preparedness, child abuse) to promote healthy lifestyles and serve as a resource.
- **Emergency Response:** Respond to emergency medical situations (e.g., severe falls, prescription reactions, bleeding) to ensure appropriate immediate medical attention and follow-up action.
- **Health Research:** Research health and medical care topics (e.g., wellness, nutrition, treatment protocols, childhood diseases) to provide information to staff, students, parents, and the public.
- **Supplies Management:** Transport supplies and equipment to school sites to ensure the availability of items as needed.
- **Policy Adherence:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other related duties as assigned to support the effective operation of the school/district.

Job Requirements: Minimum Qualifications

Skills

- Adhere to safety practices and administer first aid.
- Handle hazardous materials and operate clinical equipment.
- Use standard office equipment and pertinent software applications.
- Perform necessary nursing procedures and technical tasks accurately.

Knowledge

- Health standards and hazards, safety practices and procedures.
- Stages of child development and pediatric nursing practices.
- Community health concepts and pertinent policies, codes, regulations, and laws.

Abilities

- Schedule activities, meetings, and events; gather, collate, and classify data.
- Work independently and flexibly with diverse individuals and groups.
- Adapt to changing work priorities, maintain confidentiality, and work as part of a team.
- Communicate with diverse groups and handle detailed information/data.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others while tracking budget expenditures. Utilize resources from other work units to perform job functions, impacting the organization's services continually.

Work Environment

Occasional lifting, carrying, pushing, and pulling. Some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Job generally requires 50% sitting, 25% walking, and 25% standing. Work performed under conditions with exposure to risk of injury and/or illness.

Experience

Job-related experience with increasing levels of responsibility is required

Education

Bachelor's degree in a job-related area

Certificates and Licenses

Registered Nurse Certification

Continuing Education/Training

Continuing Education Requirements

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PE

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.