



SCHOOL NURSE STANDARD POSITION DESCRIPTION

Position Title: School Nurse

Location: Assigned School(s)

Reports to: Student Support Services Administrator

FLSA Status: Exempt

Bargaining Unit: Yes

This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Coordinates and delivers a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and state law regarding nurse practice.

Primary responsibility shall include student safety and appropriate collaboration and attention to each student's readiness to learn including needed guidance, discipline, and welfare. Employee may work in a variety of elementary and/or secondary educational, individual or team settings. The School Nurse may rotate among several schools.

Part II: Supervision and Controls over the Work:

The School Nurse works with a high level of independence and professional discretion under the general supervision of a designated school administrator. The School Nurse's work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement.

Part III: Major Duties and Responsibilities:

1. A school nurse may provide any or all of the following:

- Develops and administers a coordinated school health program.
- Collects and analyzes school health information and makes recommendations based upon statistical data.

- Manages school health records in accordance with state and district requirements, providing efficient retrieval of information and other related archival responsibilities.
- Establishes and manages health screening programs according to state mandates and guidelines.
- Participates in the development of health-related policies and procedures in compliance with current health practices.
- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Provides health information and counseling for students, parents, and staff.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Supervises and/or provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community.
- Maintains confidentiality regarding all school and health-related issues.
- Participates as a member of the multidisciplinary team in the identification, evaluation,

and placement of students into special education programs. Writes the health component of the Individual Education Plan or as indicated.

- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current health plans for students who need special nursing interventions during the school day.

2. In performing the above duties, works collaboratively in a professional learning community with other teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective practices, and developing and implementing best practices.
3. Actively participates in faculty and grade level or department meetings. In carrying out these responsibilities, follows school policy and procedures, standard practices, and approved curriculum, and will actively and positively support the district vision.
4. Is constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff as appropriate.
5. Assists in the supervision of students at school activities and events.
6. Establishes a professional growth plan and annually review the plan and progress with the administrator.
7. Performs such other duties and responsibilities as are assigned.

Part IV: Minimum Qualifications:

- Must hold a valid Oregon TSPC license with school nurse endorsement or Oregon State Board of Nursing certification (Registered Nurse).
- Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Possess basic public health preparation and field experience.
- Ability to understand procedures and function in a school system with regard to the special part health services play in the overall education of the student.
- Prior experience in public health or public school nursing or pediatric nursing is desirable.
- Experience in health education in personal safety, nutrition, personal hygiene, AIDS education, and/or drug/alcohol/tobacco training is desirable.



- Valid Oregon Driver's license and automobile insurance that meets requirements as set by North Clackamas School District and personal vehicle for travel throughout the geographic area of assignment.
- Ability to work cooperatively with students and their parents, district staff, and community members who are culturally, racially, and linguistically diverse.
- Ability to effectively communicate with parents, students, and staff verbally and in writing.
- Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.

Part V: Desired Qualifications:

- Successful experience in a diverse student environment.
- Successful experience in a team environment.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak, and be visually observant of classroom behavior and learning activities. The School Nurse may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.

The School Nurse must routinely lift and carry materials weighing up to or more than 25 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The School Nurse may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the



course of their duties.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The School Nurse is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The School Nurse may be required to travel on school owned or leased vehicles while supervising and assisting students.