BARNESVILLE PUBLIC SCHOOLS

School Nurse

District health program leadership and elementary nursing services

The School Nurse leads Barnesville Public Schools' health program and provides nursing care primarily at the elementary school. The nurse also oversees the high school health office and supervises its paraprofessional Health Aide, coordinating safe care that supports student attendance and participation.

Position at a Glance

POSITION TYPE Licensed School Nurse	**REPORTS TO** Superintendent or designee
PRIMARY LOCATION Elementary School | Districtwide responsibility	**SUPERVISES** High School Health Aide and health office services
WRITTEN AND REVISED Fall 2026	**JOB EVALUATION DATE** To be determined

Role Focus

30%	**ELEMENTARY STUDENT NURSING CARE** | Direct care primarily at the elementary school
20%	**HIGH SCHOOL HEALTH OFFICE OVERSIGHT** | Health aide supervision and high school services
15%	**DISTRICT HEALTH PROGRAM LEADERSHIP** | Program direction and coordination across schools
15%	**INDIVIDUAL HEALTH PLANNING** | Individual care plans and student access
15%	**PREVENTION SCREENING AND RECORDS** | Prevention, student records, and required reports
5%	**HEALTH EDUCATION AND COLLABORATION** | Education, communication, and community resources

Percentages are estimates for review; time at each building varies with student health needs.

Qualification Snapshot

Maintains the professional credentials and clinical skills required for assigned school nursing services:

EDUCATION	PROFESSIONAL CREDENTIALS	CLINICAL PREPARATION
Bachelor's degree in nursing, unless covered by an applicable school nurse licensure grandfather provision.	Current Minnesota RN license, public health nurse registration, and school nurse license through PELSB.	Current CPR/BLS and AED certification. School, pediatric, or community health nursing experience preferred.

Core Capabilities

- Applies sound nursing judgment and safe care practices.
- Trains staff and evaluates delegated care.
- Organizes health services across school buildings.
- Communicates clearly with families and school staff.
- Maintains accurate records and protects confidentiality.
- Responds calmly to emergencies and changing needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

01 Elementary Student Nursing Care — 30%

Nursing assessment, treatment, urgent care, and return to learning

- Provides direct nursing services primarily at Barnesville Elementary School, including ECFE and preschool students, while maintaining responsibility for health services across the district.
- Assesses student illness, injury, and other health concerns; determines appropriate nursing care, follow-up, referral, or emergency response.
- Provides first aid and emergency nursing care within professional scope, activates emergency medical services when indicated, and coordinates family notification.
- Administers medications and prescribed treatments according to required authorizations, provider orders, district procedures, and nursing standards.
- Evaluates student response to care, communicates relevant concerns to families and providers, and supports a safe return to class or other appropriate disposition.
- Maintains safe medication storage, treatment supplies, and clinical equipment in the elementary health office and documents care promptly.

02 High School Health Office Oversight — 20%

Health aide supervision, delegation, consultation, and service continuity

- Provides day-to-day clinical and operational supervision of the high school Health Aide, a paraprofessional, and oversees high school health office services.
- Reviews high school student needs and determines which nursing tasks may be delegated based on each student's condition, task complexity, and staff competence.
- Trains the Health Aide and designated backup staff; verifies and documents student-specific competency before delegated care begins.
- Provides written care directions, reporting expectations, and instructions for contacting the nurse or activating emergency medical services.
- Conducts regular on-site supervision and record reviews, provides consultation during assigned hours, and adjusts delegation as student needs or staff competence change.
- Coordinates qualified coverage with administrators when the nurse or aide is absent; the aide does not independently delegate nursing tasks.

03 District Health Program Leadership — 15%

Consistent procedures, resources, preparedness, and program improvement

- Leads the district health program and coordinates consistent services with the Superintendent, building principals, and other school personnel.
- Develops and reviews health procedures and recommends policy updates consistent with applicable requirements and professional nursing standards.
- Assesses health service needs, reviews program data, and recommends staffing, supplies, equipment, and budget priorities to district administration.
- Oversees medication systems, emergency supplies, infection prevention practices, and health office readiness at both buildings.
- Plans with staff for student health needs during field trips, transportation, school activities, and schedule changes, including appropriate personnel and care arrangements.
- Manages health office budgets districtwide to ensure appropriate supplies and equipment are procured for day-to-day operations.

04 Individual Health Planning — 15%

Chronic conditions, emergency plans, educational access, and coordinated care

- Develops, implements, and updates individualized health plans and emergency care plans with families, providers, and appropriate school staff.
- Coordinates care for students with conditions such as diabetes, asthma, severe allergies, seizure disorders, or other chronic health conditions, following provider orders and individualized plans.
- Contributes nursing assessments, health information, and recommended services to special education evaluations, IEPs, and Section 504 planning as appropriate.
- Coordinates health supports across buildings and during student transitions; shares necessary instructions with authorized staff while protecting confidentiality.
- Works with families and school teams to address health barriers to attendance and participation and helps students develop appropriate self-care skills.

05 Prevention Screening and Records — 15%

Screening, immunization documentation, disease prevention, and reporting

- Coordinates school health screenings, communicates results, and follows up on referrals according to applicable requirements and district procedures.
- Reviews immunization documentation, including valid exemptions, manages external reporting, and works with families and administrators to address missing records and required follow-up.
- Monitors communicable disease concerns and coordinates reporting, prevention, and exclusion or return guidance with public health agencies and administrators.
- Maintains confidential health records and required reports; reviews documentation from both health offices for accuracy, completeness, and appropriate access.

06 Health Education and Collaboration — 5%

Student and staff education, family communication, and community partnerships

- Provides age-appropriate health education and guidance to students and families to support wellness, prevention, and management of health needs.
- Coordinates staff education on relevant health conditions, emergency plans, infection prevention, and recognizing when additional help is needed.
- Serves as a district contact for families, health care providers, and public health partners and helps connect families with needed community resources.
- Collaborates with counselors, social workers, and administrators on student well-being; responds to safety concerns and fulfills mandated reporting responsibilities.
- Maintains professional knowledge, participates in relevant school teams, and performs other assigned duties consistent with the nursing role and scope of practice.

Professional Credentials and Training

Maintains nursing and school nurse credentials, CPR/BLS and AED certification, and continuing education. Completes district training and student-specific clinical preparation. Maintains the ability to travel between district buildings and respond to assigned service needs.

07 Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision Making and Major Challenges

Exercises independent nursing judgment within professional scope. Retains responsibility for nursing assessment, care planning, and delegation decisions. Refers staffing, policy, and employment matters to administration and promptly identifies conditions that prevent safe student care.

Working Conditions

Based primarily at the elementary school with regular high school visits. May encounter urgent situations, interruptions, illness, and bodily fluids; follows infection prevention practices and uses protective equipment.

Physical Effort

Requires sitting, standing, walking, bending, and emergency response. May assist student movement using appropriate equipment and help. Essential duties may be performed with reasonable accommodation.

Mental Effort

Requires sustained clinical attention, timely decisions, accurate documentation, and calm responses to urgent concerns. Balances direct care with district oversight while maintaining confidentiality and clear communication.

08 Accountability and Expected Outcomes

Position accountability and professional performance expectations

The Superintendent or designee evaluates administrative performance under district procedures. Clinical nursing evaluation is conducted by a qualified RN or APRN familiar with school nursing.

Supervision of Others

Supervises the high school Health Aide, evaluates delegated care, and guides authorized health duties. Provides personnel evaluation input and coordinates staffing and employment matters with administrators.

Equipment and Technology

Uses electronic health records, computers, communication tools, screening equipment, medication systems, emergency supplies, and AEDs. Operates student-specific health devices within training and professional scope.

Job Outcomes

- Students receive timely, appropriate health services that support attendance and access to learning.
- The high school Health Aide receives clear direction, documented training, and appropriate nursing supervision.
- Individual health and emergency plans are current, accessible to authorized staff, and implemented consistently.
- Both health offices maintain safe procedures, reliable documentation, and appropriate supplies and equipment.
- Families, staff, and providers receive timely communication and follow-up on student health needs.
- District health services meet applicable requirements and improve through review of student and program needs.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.