Job Title: Registered Nurse – 4 year  
Reports To: Principal and Executive Director of Student Services  
FLSA Status: Exempt

**JOB SUMMARY**

The practice of professional nursing occurs within the complex and unpredictable setting of the school agency. The registered nurse acts as a care provider, advocate, change agent, teacher, manager and educator. The registered nurse collaborates with other education and health care professionals to provide optimal school nursing care to the school community. The registered nurse works to promote the health of students through prevention, case finding, early intervention and remediation of specific health problems. Provision of direct services to special needs students and provision of health counseling and health instruction for faculty, staff and students are also key components of the position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

- Registered nurse shall be a nurse with Bachelor’s degree and licensed to practice professional nursing by the State Board of Nursing. TSPC certification as a school nurse is highly recommended or pending application approval by TSPC.
- Identify health-related barriers to learning. Serve as the health advocate for all school children focusing on the promotion of healthy living styles and the prevention of illness and disability.
- Educational background, experience and competencies to provide preventative health, health assessment and referral services to students.
- Excellent written and oral communication.
- Experience working with children.
- Maintain appropriate licenses and training hours as required.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
- Adhere to all Oregon Administrative Rules related to educators.
- Attend work regularly.

**PROFESSIONAL EDUCATION:**

Nursing is a unique discipline with its own knowledge base and area of responsibility. Nursing includes the diagnosis and treatment of human responses to actual or potential health problems. The practice of nursing is an art and an applied science, which assists the individual to achieve maximum health within his/her own capacity. The uniqueness of school nursing stems from its perspective of care, concern for the whole person, respect for the individual rights and the promotion of wellness and growth.

Professional nursing education is based upon and combines a liberal education with the study of nursing science and practice. This forms the basis of making sound nursing decisions and a framework of
consistent use of critical thinking. Professional nursing is built upon knowledge from natural science, behavioral science and nursing science and theory.

EDUCATOR STANDARDS FOR PROFESSIONAL PRACTICE
The educator standards of professional practice define expectations for educators in the District and have been adopted by the Board of Directors. The standards help frame a comprehensive definition of effective teaching. Educators holding a teaching position will strive to perform at the proficient level on each of the following standards. Other duties may be assigned as necessary.

**Domain I: Planning & Preparation**
- a. Demonstrate Knowledge of Content & Pedagogy
- b. Demonstrate Knowledge of Students
- c. Set Instructional Outcomes
- d. Demonstrate Knowledge of Resources
- e. Design Coherent Instruction
- f. Design Student Assessments

**Domain II: Classroom Environment**
- a. Create an Environment of Respect & Rapport
- b. Establish an Culture for Learning
- c. Manage Classroom Procedures
- d. Manage Student Behavior
- e. Organize Physical Space

**Domain III: Instruction**
- a. Effective Communication with Students
- b. Use Questioning & Discussion Techniques
- c. Engage Students in Learning
- d. Use Assessment in Instruction
- e. Demonstrate Flexibility & Responsiveness

**Domain IV: Professional Responsibilities**
- a. Reflect on Teaching
- b. Maintain Accurate Records
- c. Communicate with Families
- d. Participate in a Professional Community
- e. Grow & Develop Professionally

**MARGINAL DUTIES AND RESPONSIBILITIES**
Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District and school committees and councils.
2. Report issues to authorities as necessary, animal control, suspicious activity etc.
3. Reports safety, sanitary and fire hazards immediately to supervisor.

**SUPERVISORY RESPONSIBILITIES**
This position may supervise volunteers, student aides, and instructional assistants. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

- CNAs, LPNs and staff working with health protocols on students
ESSENTIAL DUTIES:

- The functions of the specialized school nurse include, but are not limited to, the following:
  - Promote and protect the optimal health status of children.
  - Conduct health assessments.
  - Obtain a health and developmental history.
  - Screens and evaluates findings of deficit in vision, hearing, scoliosis, growth, etc., as resources allow.
  - Observes the child for development and health patterns in making nursing assessment and nursing diagnosis.
  - Identifies deviant health finding.
  - Develop and implement a health plan as needed.
  - Interpret the health status of pupils to parents and school personnel.
  - Initiate referrals to parents, school personnel and community health resources for intervention, remediation and follow-through.
  - Provide on-going health counseling with pupils, parents, school personnel and health agencies.
  - Recommend and help to implement modification of school programs to meet student health needs.
  - Utilize existing health resources to provide appropriate care of students.
  - Maintain, evaluate and interpret cumulative health data to accommodate individual needs of students.
  - Participate as the health team specialist on the child education evaluation team to develop the health care component of the Individual Education Plan (IEP) for students with identified health needs.
  - Plan and implement school health management protocols for the child with special health needs.
  - Participate in home visits to assess the family’s needs as related to the child’s health.
  - Develop procedures and provides for crisis intervention for acute illness, injury and emotional disturbances.
  - Promote and assist in the control of communicable diseases through preventative immunization programs, early detection, surveillance, reporting and follow-up of contagious diseases and providing information to parents.
  - Provide health education.
  - Teaches parenting skills as they relate to child development and health needs of children.
  - Provides direct health education and health counseling to assist students and families in making decisions on health and life styles that affect health.
  - Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
  - Counsels with students concerning chronic health conditions, mental health issues, problems such as pregnancy, sexually transmitted diseases and substance abuse, in order to facilitate responsible decision-making practices.
  - Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees.
  - Coordinate school and community health activities and serves as a liaison person between the home, school and community.
  - Act as a resource person in promoting health careers.
  - Provide health counseling for staff.
  - Provide leadership and/or support for staff wellness programs.
  - Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
  - Assists in the formation of health policies, goals and objectives for the school district.
QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students and public.

- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weigh measurement, volume and distance.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: Synergy, MS Word, Outlook, and Excel. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.

- **Certificates, Licenses, Registrations:** Must hold a valid Oregon Teaching License with the appropriate endorsement and authorization for the assignment. Licenses as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour work week when work-load requires.
The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. Employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Lynn Evans  Prepared Date: April 2009

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: ___________________________________________  Date: ____________

Employee Printed Name: _________________________________________

Supervisor Signature: ___________________________________________  Date: ____________

Supervisor Printed Name: _________________________________________