



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Superintendent the Licensed School Nurse is a guardian of the health (both physical and mental) for staff and students. The LSN must manage all the programs and students so that they all are safe and any unexpected events or medical emergencies are managed in a safe and effective manner.

*Responsible for ECS and immunization programs

Job Title:

School Nurse

Revised Date:

11-13-17

Job Description: Manages health concerns for district students and staff.

Standard Tasks:

- Administers first aid to sick or injured students or delegates to train UAP’s according to the district guidelines set forth by the school district. *Responsible for students in the district regarding on-site injuries and medical concerns and how they are handled by LSN or other Unlicensed Assistive Personnel (UAP).*
- Follows guidelines in deciding if student should be sent home, parents contacted, ambulance called or if other professional help is required. Calls & talks to parents.
- Follows up on referrals or delegates to UAP’s as needed (sick or injured students, hearing, vision, scoliosis and other).
- Updates student health records with assistance of UAP’s/Prepares health problem and concern list for school staff
- Notifies Transportation Director of serious health concerns.
- Reviews and signs appropriate standing orders or protocols.
- Secures a health & development history for all kindergarteners, health concerns & immunizations for new students
- Prepares accident reports for any serious injuries/accidents requiring attention.
- Stocks and orders supplies needed for health offices for ISD. 2687 (presently 6 school locations)/Prepares First Aid kits with assistance of UAP’s.
- Administers medication with approval of parent or doctor and/or assigns administration to UAP. Trains UAP according to district medication policy. Oversees Controlled Substances/Scheduled Medication logging in/tracking/compliance with MDH recommendations.
- Ensures the proper immunization of K-12 students. Completes AnnUAP Immunization report to MDH by due date.
- SexUAP Harassment/Human Rights Officer for district: Receives complaints, authorize investigation, provide written reports.
- Evaluation reports for special education.
- Reviewing emails and communicating/responding to staff
- Overseeing Unlicensed Assistive Personnel for compliance to standards and completion of tasks assigned

Screening:

- Conducts hearing, vision, scoliosis, color blind screening on students as required by MDH. Trains volunteers for mass screenings of students. Follows MDH recommended guidelines for screenings. Files required reports. Follows up on referrals. Rescreens students as needed or referred with hearing or vision concerns.
- Early Childhood Screening Coordinator (Preschool screening): Coordinates dates and location of ECS, administrates execution and qUAPity of screening, finds and trains qUAPified personnel, conducts Summary Interviews with parents and assures compliance with MDE standards, keeps up to date with new recommendations, follows up with re-screens and referrals, corrects deficiencies, completes end-of-year ECS report to MDE by due date.

Training:

- Gather, prepare and review materials for trainings. e.i. written materials, Power Points, outside vendors to present etc.
- Provides health education and counseling to staff and students. Assists teachers as needed with health concerns of students and referrals.
- Puberty classes: 4th and 5th/6th grades for district: order supplies, find training materials, coordinate with teachers, and oversee mailings to parents.
- Attends meetings with MDH and County LSN’s to keep abreast of current issues & concerns

- Set up training sessions and conduct training at district locations (Example: CPR/AED/First Aid training, Blood Borne Pathogens)
- Schedules health presentations: Dental care for 1st graders, Hand-washing & hygiene for district and other health presentations as requested by staff
- Review of excessive absenteeism as notified and follow up with parents and staff for minimization of missed days of school.
- Proper medication and administration including the “five rights”

Infrequent Tasks:

- Talking to County Infectious Disease Nurse when cases arise during the school year
- Setting up Flu Clinic

Job Location:	All District Location	Company Industry:	Public School
Job Role:	Nurse	Employment Status:	Full-time 210 days
Employment Type:	Employee	Manages Others:	Yes
Band-Grade-Sub Grade:	D-6-3		
State Job Match Points:	373		

Qualifications:

- * Strong leadership and supervision skills (Team work/delegation)
- * Ability to Multi-task (many situations)
- * Strong computer skills
- * Handle concerns in a timely and proper manner
- * Ability to recognize legal concerns and address them properly; i.e. knowing when to notify appropriate administration.
- * Strong time and resource management
- * Ability to work under all administration
- * Effectively listen and document facts
- * Training skills

Career Level:	Entry Level	Years of Experience:	[1-3 years]
Degree:	4 year RN (with BSN), licensing through MDE		

Collective Bargaining Agreement – Teacher Union

Approved By: Brad Sellner	Date Approved: 2-4-14
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