

**STANWOOD-CAMANO SCHOOL DISTRICT  
HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: School Nurse**

Classification: Certificated – Non-supervisory

Report to: Building Principal and Director of Support Services

**PURPOSE STATEMENT**

The job of school nurse is done for the purpose/s of providing the fullest possible educational opportunity for each district student and contributing to a climate of health and well-being in the district schools by minimizing student absence due to illness or injury.

**ESSENTIAL FUNCTIONS**

**This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:**

- Identify students with significant health problems and life-threatening conditions and develop individual care plans for each.
- Develop a Student Health Concerns List for each building.
- Maintain up-to-date cumulative health care records for all students.
- Review and monitor student immunization records to ensure compliance with state regulations.
- Establish and implement state required screening programs for students in the area of vision, hearing and scoliosis.
- Authorize exclusion and readmission of students in connection with infectious and contagious conditions.
- Delegate and provide training/supervision of non-medical school staff in the processing of nursing treatment and procedures that can, by law, be delegated to unlicensed personnel.
- Receive referrals for health-related services and work with school personnel to provide required services and follow-up to students.
- Monitor oral medication policy and provide training and supervision to appropriate staff, (school secretaries, health room assistants), for oral medication administration and administer medication to students and/or assist students in self-administration of medication as delegated by the school's principal, according to doctor's orders and established procedures.
- Interpret medical records for district staff as they determine educational placement and services.
- Participate in special education evaluation meetings and/or parent conferences for students with significant medical needs and/or health impairments and assist in the development of a student's evaluation and IEP or 504 plan.
- Provide nursing consultation in communicable disease control and serve as a liaison between the district and the local public health department.
- Communicate on behalf of the district with existing health care agencies about individual students.
- Manage the school health room.
- Provide community resource and referral information to parents and staff.

- Assume authority in the absence of emergency medical personnel for the care of students or staff who has suffered injury or emergency illness

### **OTHER FUNCTIONS**

- Alert the principal to any need to communicate with parents.
- Assist in the development of district health policies and procedures, records, and forms.
- Other related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge, and Abilities**

*Skills* are required to work cooperatively with staff, parents, and students to address student health care needs as related a student's educational program. Specific skills required to successfully perform the functions of the job include: excellent oral and written communication skills; ability to effectively present information and respond to questions from groups or individuals; ability to analyze and define issues related to student health conditions and make recommendations; and the ability to prepare and submit required reports.

*Knowledge* of pediatric health care and student health and curriculum development are needed to perform the basic functions of the job. The ability to interpret a variety of instructions furnished in written, oral diagram or schedule form is required.

*Ability* to schedule and manage large group health screening, collect data, and complete required reports is required. Flexibility is required to work with others in a wide variety of circumstances. Organizational skills are required to balance the health care needs of different programs and schools. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; keeping accurate records; meeting deadlines and schedules; working as a team; working with local health care providers; and maintaining a positive attitude.

#### **Responsibility**

Responsibilities include: working under limited supervision and following standardized practices or protocol; leading, guiding, and/or coordinating others; assuming authority in the absence of emergency medical personnel for the care of students or staff who has suffered injury or emergency illness; and operating within a defined budget.

#### **Working Environment**

Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 70% sitting, 10% walking, and 20% standing. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

**Experience** Job-related experience in community health, hospital/clinical setting and/or school nursing desired.

**Education** Hold a baccalaureate or higher degree in nursing from a National League of Nursing or Commission on collegiate Nursing Education accredited program.  
Washington State License as Registered Nurse  
Current Washington Educational Associate Certificate (ESA) in school nursing.

**Special Requirements**

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

**Required Testing**

None

**Certificates**

Washington State Registered Nurse License

**Continuing Ed./Training**

ESA Training

ESA Conditional: 60 clock hours in 2 years to renew.

**Clearances**

Fingerprint/Background Clearance

**FLSA Status:**

Exempt

**Approved:****Salary Range:** Based on Washington State

LEAP Schedule and SCEA Bargaining

Agreement

**Reports to:** Special Services Director and Building Principal

Job Description Developed: 7/04

Revision Date: 1/06

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*