



## Registered Nurse

**FLSA Status:**  
Exempt

**Education:**  
Bachelor of Science Nursing

**Certification and Licenses:**  
Currently licensed in the State of Missouri as a Registered Nurse

CPR Certified

**Clearances:**  
Criminal Justice  
Fingerprint/Background  
Clearance

**Pro/Tech Salary  
Schedule:** Range B-1

### Reports to

Executive Director of Pupil Services

### Terms of Employment

182 school days, 5 days a week for 7.5 hours per day. May be required to travel between buildings at the discretion of the Executive Director of Pupil Services.

### Purpose Statement

To provide the fullest possible educational opportunity for each district student by minimizing absences due to illness and creating a climate of health and well-being in the district schools.

### Essential Job Functions

- Assesses and evaluates the health and developmental status of students through appropriate screening techniques.
- Monitors initial screening programs in schools served and provides secondary screening prior to referral.
- Assumes responsibility for selection and referral of students identified by the screening process as needing medical or other care.
- Compiles information including observations, appropriate medical records and screening results. Interprets data to students, their families and school personnel.
- Maintains health records and uses the information accumulated to initiate preventative, remedial or rehabilitate action.
- Monitors pupil immunizations as required by law.
- Records screening data using appropriate computer program.
- Maintains cumulative health records and performs clerical duties as school policy allows access to records on appropriate computer program.
- Participates in health counseling, planned and unplanned, with individuals and groups to assist students in improving their health status and promoting self-care, decision making and wellness behavior.
- Interprets nursing assessments and medical evaluations to students, families and school personnel.
- Plans and supervises daily care of students with disabilities, as needed.
- Provides care management for children with identified health needs.
- Incorporates health teaching in all activities performed.
- Participates as a team member in developing and evaluating IEP's needed for students with special health care needs.
- Assists parents to learn about health problems and aspects of parental responsibility for the health care and maintenance of their child/children.

- Provides relevant health instruction, counseling and guidance to students, school personnel, parents and others on such topics as first aid and emergency care, CPR training and specific health problems.
- Plans, imitates and monitors preventative programs.
- Plans, organizes, and coordinates a system of care for illness, first aid, and emergency care.
- Assumes responsibility for maintenance of the health room
- Monitors injury reports to identify potential hazards and encourage their elimination.
- Administers first aid, care and comfort of ill or injured students as stipulated in written health policies and procedures, if appropriately trained.
- Participates in the development and revision of written health program policies.
- Takes and records accurate temperature, pulse, respiration, blood pressure and other symptoms presented by the student.
- Maintains student records electronically for health room visits.
- Assists in identifying and reporting child abuse and neglect and reports to the appropriate person as outlined in school board policy.
- Makes home visits as appropriate and necessary.
- Serves as a liaison between the school, home, private health care providers, health and social agencies and other community resources to assure appropriate utilization of all available resources for student health needs.
- Consistent and regular attendance is an essential function of this position.
- Ability to work to implement the vision and mission of the district.

### **Other Job Functions**

- Participates in monthly meetings with health services personnel.
- Participates in quarterly meeting of the School Health Advisory Committee.
- Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Adheres to all district rules, regulations, and policies.
- Other duties as required or assigned.

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

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations, and/or laws; applying assessment instruments; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; adhering to safety practices; administering first aid; and operating medical equipment utilized in school environment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: providing health services in a school setting; state laws regarding communicable diseases; health standards and hazards; stages of child development; district procedures and legal requirements; and treatment modalities.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruption; adhering to safety practices; and being attentive to details..

### **Conditions and Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. The individual who holds this position will regularly work in a school environment that is noisy and active.