

Granite Falls School District  
Job Description  
**SCHOOL NURSE**

**GENERAL SUMMARY**

Provide a wide range of health related services for the school community including health education, health intervention, and promotion of a health environment; implement a health program that will respond to each student's unique developmental health needs, contribute to a safe and healthy school environment, ensure that health needs are recognized and planned for in the total school program, and meet state and federal health-related requirements.

**TYPICAL FUNCTIONS**

To effectively perform the essential functions of any position with the District, regular attendance is required and expected. Typical duties for the school nurse may include:

1. Implement and may develop systems for establishing and maintaining up-to-date cumulative health records for all students consistent with school policies, administrative direction, and state and federal requirements.
2. Develops and supervises initial and follow-up hearing and vision screening procedures.
3. Implements systems and procedures for compliance with the state immunization requirements.
4. Provides examinations and evaluations when services are requested and makes appropriate referrals.
5. Acts as liaison with the medical community.
6. Serves as a professional resource and consultant in cooperation with district administration for identifying, evaluating, and providing services for all students.
7. Works with health care professionals and school personnel to provide appropriate educational services.
8. Instructs and supervises school personnel on the delivery of prescribed services.
9. Works in collaboration with the special education department to arrange for home-hospital tutoring for designated students.
10. Observes students in the classroom on an as-needed basis.
11. Assists with the development of systems and procedures for the acquisition, management, and inventory of health equipment, supplies, and materials.
12. Acts as resource person for school secretaries and/or office personnel who are responsible for emergency first-aid treatment.
13. Makes home visits when health problems indicate a need to communicate with parents in the home setting.
14. Attends committee meetings and conferences regarding health services on an alternating schedule with second nurse.
15. Oversee all aspects of health room attendant responsibilities. Acts as a resource for health room attendants.
16. Participates in staffing for students as part of the building team.
17. Maximize student learning potential in a safe and healthful environment
18. Accurately record services rendered, interpret and explain records, reports activates, healthcare plans accommodations and medical interventions.
19. Identify all health related barriers to learning, i.e. at risk behaviors, financial, cultural, and economical.
20. Identify health and community resources and coordinate/facilitate services for students and staff.
21. Coordinate community health educators for classroom presentations or schoolwide assemblies.
22. Teach self-care skills to students and assist in modifying the environment to promote self-care.

## **REPORTING RELATIONSHIPS**

Director of Student Services

## **MENTAL DEMANDS**

Requires above average ability reading, writing, mathematics, and communication skills; requires knowledge and understanding of laws and policies related to nursing in Washington State schools; requires ability to interpret and implement written instructions and accurately complete written reports, records, etc.; may experience frequent interruptions; requires adaptability and flexibility to work with a wide range of student behaviors and academic abilities and/or with a wide range of physical or emotional disabilities; requires patience and understanding when working under stressful situations and when working with students with special needs; may be required to calm distraught, angry or hostile students; requires cooperation and ability to work as a team member; requires efficient, adept organizational and time management skills.

## **PHYSICAL DEMANDS**

Requires mobility (standing, walking, etc.); requires twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to ground; requires good visual and hearing ability; exposure to infectious diseases carried by students; exposure to bodily fluids of any nature; exposure to student noise levels; may be required to lift and position students and assist with personal hygiene/toileting; may require prolonged standing, sitting, bending (stooping); may require restraining out of control students; may require assisting students with physical activities; requires mobility throughout district by motor vehicle.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

BS in Nursing; Valid Washington State license as a registered nurse (RN); experience in the school environment is desirable.

### Licenses/Special Requirements

Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver's license, current CPR & first aid cards and HIV/AIDS training.

## **CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.