

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Nurse, School District
<b>DEPARTMENT &amp; PROGRAM:</b>	Teaching & Learning, Student Success Team
<b>WORK YEAR:</b>	190-day Calendar
<b>SALARY   PLACEMENT:</b>	Licensed Salary Schedule
<b>SUPERVISED BY:</b>	Health Services Supervisor
<b>ASSOCIATION:</b>	Licensed
<b>FLSA STATUS:</b>	Exempt

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### GENERAL DESCRIPTION OF THE POSITION:

The school nurse provides, coordinates, and directs nursing care and services on behalf of the district. The school nurse coordinates and delivers a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and state law regarding nurse practice.

### ESSENTIAL FUNCTIONS:

1. Developing plans for student care based on assessment, interventions, and identification of outcomes, and the evaluation of care
2. Record and/or supervise recording of appropriate health data on student records
3. Overseeing medication administration, health care procedures, and the development of healthcare plans
4. Monitoring immunizations, managing communicable diseases, and assessing the school environment as to prevent injury and ensure safety
5. Making decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
6. Designs and conducts related in-service programs for teachers, aides, administrators and agency representatives working in the school setting
7. Overseeing infection control measures
8. Ensure compliance with national and local health laws
9. Serve as liaison between parents, school, and community resource providers in interpreting the results of screening and other health problems
10. Initiates referrals to parents, school personnel or health resources for intervention, remediation and follow through to Community Resources as needed
11. Serving as consultants with other school professionals, such as food service personnel, physical education teachers, coaches, and counselors
12. Providing health-related education to students and staff in both individual and group settings
13. Participates with team members for the student's Individualized Educational Plan (IEP) and 504 plans, by completing health assessments for initial, annual and triennial evaluations.
14. Assist with mandated Vision/hearing State screening programs.
15. Address and reduce health disparities and inequities in schools, and work to increase access, equity, and opportunity for all students.
16. Serve as a resource person to the school staff in first aid procedures
17. Evaluate, stock, and maintain individual school first aid supplies and bloodborne pathogens kits
18. Collaborate with Clackamas County Health Department regarding communicable diseases
19. Serve as a consultant to school officials in planning and maintaining a healthful school environment including the establishment and implementation of health care procedures and programs

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

**ADDITIONAL FUNCTIONS:**

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.
7. Performs other duties as may be assigned

**ESSENTIAL COMPETENCIES:**

1. **CULTURAL RESPONSIVENESS:** Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

1. Registered Nurse through the Oregon State Board of Nursing
2. Bachelor's Degree (required) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or equivalent related professional experience
3. Ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
4. Ability to maintain confidentiality of sensitive and confidential information and materials
5. Written and oral communication skills sufficient to perform essential functions
6. Physical and mental attributes sufficient to perform essential functions

**PREFERRED QUALIFICATIONS:**

1. Bilingual English/Spanish; written and oral communication skills in Spanish

**WORKING CONDITIONS:**

1. Work is performed primarily on a school campus, indoors within an office, gymnasium, cafeteria or classroom with infrequent responses outdoors for urgent care or monitoring for environmental safety risks or conducting wellness activities
2. Itinerant positions involve travel to multiple sites during day and week throughout the CESD service area, including use of personal vehicle
3. Travel required delivering services in multiple sites during day and week throughout the areas served by program
4. Physical care and support of young children and school age students to support personal care and learning
5. Physical care or delegated medical tasks as designated in medical and emergency protocols prescribed for assigned children
6. Physical intervention as necessary in supporting young children and school age students while responding to challenging behavior
7. Exposure to communicable diseases common in young and school age children
8. Exposure to and use of various materials including wood, paper, cardboard, fabric, foam, glue, paint, latex, rubber gloves, soap, cleaning compounds, and potential food allergens
9. Occasional evenings and weekends may be required for program events

**EQUIPMENT USED:**

1. Wheelchairs
2. Hoyer lifts
3. Standing Frames
4. Personal Vehicles

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

- **Medium work.** Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)										
Lifting students who have physical impairments and are unable to assist. All students regardless of their size and weight are lifted by two people with the total weight of the student not evenly distributed between the two. Students weighing over 50 pounds will be lifted using a mechanical lift.										
01-30 lbs		Never		Rare		Occasionally	X	Frequently		Continuously
	General school supplies, teaching materials, food items, and backpacks									
26-50 lbs		Never		Rare	X	Occasionally		Frequently		Continuously
	Positioning of students in wheelchairs and assisting in the transfer of students.									
> 50 lbs	X	Never		Rare		Occasionally		Frequently		Continuously

Employee may need to: (X = REQUIRED)										
Bend		Never		Rare		Occasionally	X	Frequently		Continuously
Climb	X	Never		Rare		Occasionally		Frequently		Continuously
Crawl	X	Never		Rare		Occasionally		Frequently		Continuously
Drive		Never		Rare		Occasionally	X	Frequently		Continuously
Kneel		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	X	Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	X	Occasionally		Frequently		Continuously
Sit		Never		Rare	X	Occasionally		Frequently		Continuously
Squat		Never		Rare	X	Occasionally		Frequently		Continuously

Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Twist		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Walk		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Run		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Hands may be used for: (X = REQUIRED)</b>										
Grasping		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
<b>Wrists may be used for: (X = REQUIRED)</b>										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Pushing/Pulling: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
<b>Carrying: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Carrying of children (who are injured or in distress), for a max of 10 feet.									
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement | ☐ = Not Required**

**REASONING ABILITY:**

- X** Complete routine, repetitive tasks with simple instructions
- X** Follow detailed instructions that require few changes
- X** Follow detailed procedures with several potential variables
- X** Accurately interpret behaviors and nonverbal communication and act on decisions
- X** Demonstrate logical or deductive thinking
- X** Provide creative, innovative solutions to job problems

**CALCULATIONS:**

- X** Perform simple copying, addition, counting, subtraction
- X** Perform multiplication and division
- ☐ Understand the metric system and conversions
- X** Manipulate fractions, decimals, and percentages
- ☐ Understand and use statistics
- ☐ Understand and use charts and graphs
- ☐ Understand and use advanced mathematics
- ☐ Understand the theoretical application of statistics and complex math

**LANGUAGE:**

- X** Read and understand product labels, policies written at the 10th grade level
- X** Follow verbal or demonstrated instructions
- X** Explain simple directions, copy data from one form to another
- X** Complete form letters or answer routine correspondence
- X** Compose correspondence independently
- X** Read and interpret complex technical material
- ☐ Speak and understand a second language
- X** Prepare complex reports and documents
- X** Speak with individuals and small groups in an articulate manner
- X** Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*