

**Auburn School District****Job Title:** School Nurse**Reports To:** Building Administrator**Unit Classification:** AEA

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**Duties and responsibilities:**

- Appraise, promote, and protect the optimal health status of students and staff.
- Obtain a health and developmental history.
- Develop and maintain linkages with community resources.
- Uncover health problems through screening observations and interviews and make appropriate referrals and follow-up.
- Write and maintain care plans including life threatening conditions per law.
- Give relevant health instruction and information to individual students and staff.
- Serve as a liaison between students, staff, families, and community health sources.
- Assist students and parents in obtaining adequate medical, dental, and mental health care.
- Utilize student contacts to teach positive health concepts and attitudes.
- Model healthful behaviors.
- Perform initial special education health appraisals and parent interviews as needed.
- Provide for the health needs of medically fragile children in accordance with IEP requirements.
- Develop student health care plans as needed.
- Develop protocol and monitor safe administration of medication as mandated by state law and district policy.
- Provide training for administration of medication.
- Maintain up-to-date cumulative records for all students.
- Prepare reports necessary to carry out the activities of the school health program.
- Assist in maintaining all student immunization information.
- Appraise and monitor immunization status of each student.
- Maintain confidentiality.
- Identify students showing evidence of abuse and/or neglect and report to proper law enforcement agencies as required by district policy and state law.
- Oversee the maintenance of the health room providing for a sanitary and safe environment.
- Maintain professional competence through continuing education activities.
- Maintain nursing license, ESA certification, and first aid and CPR certifications.
- Keep apprised of current legislation pertaining to school nurse practice.
- Work closely with health technicians, supervising and delegating duties as appropriate.
- Other related duties and responsibilities as assigned.

**Requirements:**

- RN Required
- Bachelor of science in nursing preferred or willing to pursue.
- Minimum of one year employment in community health nursing preferred.
- ESA certification or willing to pursue.
- Experience in school nursing or health education desirable.
- Strong skills in physical assessment of children, counseling, and teaching.
- Knowledge of medical and educational disabilities and desirable interventions.
- Skills in organization, report writing, and program planning desirable.
- Ability to work well with others.

### **Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:**

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's Strategic Plan.

### **Training and knowledge desired:**

- Knowledge of basic first aid and health care practices and procedures and principles of growth and development.
- Knowledge of state and federal regulations regarding students with disabilities.
- Skill in identifying student health problems and ability to interpret these problems to parents and school staff.
- Ability to act as a liaison with health care professionals and community agencies.
- Ability to model healthful practices.
- Maintain confidentiality.
- Perform duties in accordance with established guidelines, local, state, and federal laws.
- Plan and organize work.
- Understand and address students with disabilities.
- Establish and maintain effective working relationships with a variety of people in a multicultural setting.

### **Working Conditions:**

**Physical Requirements:** The position is primarily health room and building-based, with the school nurse frequently moving throughout the school to assess and support students and staff. The role requires frequent sitting, standing, and walking, as well as bending, stooping, and assisting students with mobility or positioning as needed. The nurse may be required to lift or support students or medical equipment, which may occasionally exceed 20 pounds. The position also involves the handling of medical supplies and equipment, requiring manual dexterity and attention to safety protocols. The nurse may need to respond quickly to health emergencies anywhere within the building or on school grounds.

**Work Environment:** Work is performed primarily indoors within the school health room and throughout the school building, including classrooms, hallways, and other student support areas. The noise level is often moderate to high, reflective of a busy school setting. The school nurse is responsible for managing confidential and sensitive medical information while maintaining the safety and well-being of students and staff. The work involves close collaboration with teachers, administrators, parents, health technicians, and outside health agencies and community resources. The nurse may be regularly exposed to communicable illnesses, bodily fluids, and other health-related risks, and is expected to follow appropriate infection control and safety procedures at all times. The role may involve emotionally sensitive situations, including student health crises, suspected abuse or neglect, and interactions with medically fragile students, requiring professional composure and emotional resilience. Occasional travel between school locations or to community health meetings may be required.

*The information contained in this job description 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.*