

**ISD # 191 Job Description  
(TCHRNURS)  
JOB TITLE: Nurse**

---

Exempt (Y/N): Yes  
DEPARTMENT: Individualized Student Services  
SUPERVISOR: Director of Health Services

DATE: May 12, 2011  
OCC NUMBER: 1630

---

**SUMMARY:** To enhance the educational process by minimizing or removing health-related barriers to learning, while promoting a safe environment for all students and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned)

Develops, implements, and evaluates procedures and programs to assess the health status of students with immediate and chronic health problems. Collaborates with students and parent(s)/guardian(s) to develop individual health plan (IHP) for students with chronic health concerns, as needed.

Provides first aid and treatment for minor and serious injuries for both students and staff. Provides skilled nursing care such as: catheterization, suctioning, gastrostomy tube feedings, nebulizer treatments, etc. Accommodating student needs in the least restrictive environment. Refers case as necessary and provides follow up care.

Participates with special education team to identify students who are at risk educationally through health appraisals, health histories, records and screening programs.

Communicates with other health professionals, as needed, to secure proper documentation of current diagnosis and plan of care. Disseminates information to other staff members, on a need to know basis, to ensure student safety and accommodate for student needs.

Assists students and families in identifying and utilizing available and appropriate community resources.

Provides for wellness of students and staff by following MN Department of Health guidelines for reportable diseases, excluding students as recommended by public health officials; providing communicable disease information; and enforcing district immunization policy.

Delegates and supervises activities based on student need and staff capabilities.

Initiate, update, and periodically reviews student health records following federal, state and district policies.

Provides formal health instruction within classroom following district health curriculum recommendations. Provides health counseling and resources to students and staff to assist them in making decisions regarding their health and health behaviors.

Conduct other duties as assigned by the Director of Health Services.

**SUPERVISORY RESPONSIBILITIES:** This position supervises and delegates to health assistants.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's of Science in Nursing.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, staff, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Licensed as a Registered Nurse and certified as a Public Health Nurse through the MN Board of Nursing. Certified in CPR and emergency first aid.

**OTHER SKILLS and ABILITIES:**

- Ability to remain calm in emergencies
- Good assessment skills and tact in relaying information to students and parents
- Ability to maintain privacy and confidentiality of students and staff
- Ability to maintain regular attendance
- Interpersonal skills, including ability to work well with others, being polite, helpful, courteous and compassionate
- Ability and willingness to follow District rules and policies
- Ability and willingness to follow directives from supervisors
- Ability and willingness to follow Universal Precautions
- Computer skills in word processing and data processing

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally may have to lift a student who could weigh well over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The school nurse is regularly exposed to communicable diseases of students and may have frequent contact with blood and body fluids. The employee is regularly exposed to chemicals used in carrying out nursing duties.