

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Building Nurse	Department: Health Services
Reports to: Health Services Supervisor	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-3-1	Bargaining/Work Unit: Registered Nurses
Tier/Lane: NURSE	Position Last Updated: 2026

SECTION II: JOB 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. Duties are to be performed in accordance with standards of professional nurse practice, district/state board of education policies and procedures and Minnesota State law regarding nurse practice.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Provide direct medical care for students</i>
Percent of Time:	40%	

Tasks involved in fulfilling above duty/responsibility:

- Provides assessment, planning, implementation, outcome identification, evaluation, and reassessment for students with chronic health conditions and/or general education setting
- Provides and/or delegates direct professional nursing service to students and staff such as first aid, illness and emergency care, medication administration and management/medical treatments (i.e. g-tube feedings, catheterization) per physician's orders and parent consent
- Directs the functions of paraprofessionals assigned to the health office
- Provides supervision for direct and indirect care
- Provides mental health support including intervention and/or referral to appropriate school staff or community agencies
- Enhances the educational process through modification or removal of health related barriers to learning and by promoting student wellness
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.
- Assists students and parents in identifying and utilizing available and appropriate community health resources
- Assesses student needs regarding specialized education services & provides appropriate documentation

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Conduct developmental health assessment/screening for students.</i>
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Supervises and/or provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits
- Initiates referrals to appropriate health care providers for evaluation per policy guidelines
- Participates as a member of the multidiscipline team in the identification, evaluation, and placement of students into special education programs
- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current Individualized Health Plans for students who need nursing intervention during the school day to accommodate student needs in the least restrictive environment

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Communicate with students, staff, families and health care providers concerning health issues</i>
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Initiates, updates, and periodically reviews student health records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions
- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students
- Initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community
- Provides health counseling to students and families to assist them in making health decisions
- Maintains confidentiality regarding all school and health-related issues
- Trains & supervises personal care assistants

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>Monitor communicable diseases</i>
Percent of Time:	7%	

Tasks involved in fulfilling above duty/responsibility:

- 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
- Maintains a system for documentation of communicable disease
- Communicates communicable diseases within classrooms to families per policy guidelines
- Maintains attendance as appropriate per building

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Monitor health and safety hazards for students and staff</i>
Percent of Time:	3%	

Tasks involved in fulfilling above duty/responsibility:

- Assess the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing Bloodborne Pathogen Control Plan and other interventions as indicated
- Reports environmental health and safety hazards for students and staff
- Participates as a crisis/response team member and provide crisis intervention for students and staff in the advent of sudden illness or injury
- Participates as a member of the school safety committee

Duty/Responsibility No:	6	Statement of duty/responsibility: <i>Maintain Registered Nurse Professionalism</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Participates in community organizations and professional associations that relate to fostering student and family learning, health and development
- Serves on school committees as appropriate
- Assumes responsibility for personal professional development
- Completes medical, special education and third party billing documentation within a timely manner

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Computer literacy and competency in use of existing technology
- Body systems assessment skills
- Evidence of skills and experience in working with medically dependent, medically fragile, and medically complex students and their families preferred.
- Ability to remain calm in emergencies.
- Excellent organizational skills
- Flexibility
- Demonstrates concern for student's interest
- Experience with screening preferred
- Demonstrated knowledge in special education process and practice preferred
- Knowledge of Individualized Health Plan development
- Ability to maintain confidentiality
- Friendly manner
- Positive manner
- Knowledge of mandated child abuse reporting
- Knowledge of IHP development
- Strong communication skills and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, sufficient to exchange or convey information and to receive work direction.
- Knowledge of various communicable diseases
- Knowledge of immunization requirements
- Awareness of safety and environmental health issues
- Personal dependability
- Regular attendance
- Evidence of an understanding of the school culture and environment, and commitment to carrying out the vision, mission and belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Current Registered Nurse Licensure, Minnesota
- Licensed School Nurse, Minnesota preferred
- Current First Aid and Cardiopulmonary Resuscitation (CPR) program completion

SECTION VI: EXPERIENCE REQUIREMENTS

- Prior professional nursing experience, preferably pediatric, adolescent, community or mental health nursing.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

• Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	F
Walking	C	Up to 25 pounds	F		
Sitting	C	Up to 50 pounds	O		
Talking in person/on the phone	C	Up to 75 pounds	O	Toxic chemicals	O
Pushing/Pulling	F	Up to 100 pounds	O	Moving parts	N
Hearing	C	More than 100 pounds	O	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	F			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	N
Distinguishing smell	F	Very loud noise (i.e. jack hammer, front row rock concert)	O	Sight	
Distinguishing temperature	F			Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.