

POSITION DESCRIPTION

Position: Licensed School Nurse

Purpose: To strengthen and facilitate the educational process by modifying or removing health related barriers to learning. To promote optimal levels of well-being in students and staff.

Primary Customers:
Internal: All employees
External: Students, parents, and community

Position Qualifications:

Education/Certification:

- License as a Registered Nurse, in accordance with the Minnesota Board of Nursing.
- License as a School Nurse, in accordance with the Minnesota Department of Education.
- Public Health Nurse Certification.

Experience:

- Baccalaureate degree in nursing.
- Experience in pediatrics and/or public health.

Qualifications

- Ability to read, analyze, and interpret general school and health 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 groups of managers, clients, and community providers/resources.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate drug doses and IV drip rates.
- Ability to use and convert both metric and standard measurements.
- Utilizes nursing process to solve problems.
- The nursing process includes assessment, diagnosis, outcome identification, planning, implementation and evaluation.
- Utilizes a distinct knowledge base for decision making in nursing practice including physical and psychosocial development, pathophysiology and management of common acute, chronic, and infectious conditions, issues related to injuries and health risk behaviors; physical assessment and nutritional evaluation; mental health concerns, learning disabilities and cultural awareness.

- 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.
- Ability to establish and maintain effective working relationships with students, families, school staff and administration, and community providers and resources.
- Ability to speak clearly and concisely in written or oral communication.
- The employee is continuously interacting with students, staff and the public by phone or in person resulting in constant interruptions.
- Responding to student/staff emergencies involves a high level of stress.
- Rendering individualized care may include exposure to airborne and blood borne pathogens, body fluids, and communicable disease on a regular basis.

All positions are designed to support the **MISSION** of the Eden Prairie School district:
Inspiring Each Student Every day.

Essential Responsibilities:

1. **Student and Staff Accountability.** Identifies and reports environmental health and safety hazards (current and potential) for students and staff. Identifies health problems of students through health assessment. Initiates, monitors, and reviews student health records (pupil health record, emergency referral forms, immunization records and reports of physical examination.) Communicates current health problems, needs and concerns of students to their parents, health care providers, and appropriate school staff. Administers or delegates medications and treatments to students per physician's order and parent authorization. Provides health counseling to students to assist them in making decisions regarding their health and health behaviors. Assists students and parents in identifying and utilizing available and appropriate community health resources.
2. **Professional Development.** Develops, implements, and evaluates school health program goals, objectives, and procedures in cooperation with school personnel and community resources. Participates in planning programs that eliminate or minimize health problems of students that may interfere with learning. Develops, implements, and evaluates procedures and programs to assess the health and developmental status of students. Participates on the Child Study teams: assists in the identification of students with disabilities, interprets health factors pertinent to the student's disability and develops, implements, and evaluates the health component of the individual educational plan as individual needs dictate. Provides in-service education opportunities for school staff on health-related issues. Assumes responsibility for personal professional development. Develops and maintains a system for providing first aid and emergency care.

3. **Leadership.** Supervises and trains health paraprofessionals and subs in assigned buildings. Develops individualized health plans (IHP), with specific goals, objectives and interventions based on student's health needs. Monitors statistical information regarding health status of students and staff and utilization of school health services programs.
4. **Other duties as assigned**

Standard Measures of Accomplishment:

1. Students and staff health and first-aid needs are managed promptly and respectfully following established procedures.
2. Parents are informed of student health concerns.
3. Appropriate school district staff are aware of student health needs and treatment with special attention to confidentiality issues.
4. State Health Department policies and procedures are adhered to.
5. Documentation related to students and staff health issues are provided.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number:	EPEA
Hours/Week:	40
Days/Year:	185

Evaluation:

TBD