

JOB TITLE: SCHOOL NURSE

GROUP: HEA

BASE CONTRACT DAYS PER FISCAL YEAR: 180

FLSA STATUS: Exempt

Plus additional days as provided by the HEA bargaining agreement

SUMMARY: : The position of school nurse is to assist each student to achieve his/her maximum learning potential through maintaining optimum physical, mental, social and environmental health.

CONTEXT AND WHO WE ARE: Highline Public Schools serves students and families in the communities of Burien, Des Moines, Normandy Park, SeaTac and White Center in Washington state.

OUR PROMISE: *Every student in Highline Public Schools is known by name, strength and need, and graduates prepared for the future they choose.*

In 2013, families, students, staff and community members across Highline came together to develop a strategic plan that reflects our goals and dreams for students. Our strategic plan is our equity plan and is guided by Our Promise. In 2023, the strategic plan was updated to guide our work, identifying four bold goals:

- **Culture of Belonging:** *A culture where all are welcome, valued, and safe.*
- **Innovative Learning:** *Academic experiences that engage, empower, and challenge every student.*
- **Bilingual & Biliterate:** *Multicultural skills that enable students to live, work, and communicate across cultures.*
- **Future Ready:** *Students explore possibilities and develop mindsets that prepare them for a changing future.*

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HEALTH SERVICES:

- Identifies student health problems and needs and shares necessary information and its implication with staff;
- Maintains a health record for all students, recording screening results on individual student cards;
- Assumes the responsibility for screening procedures, such as hearing, vision, and scoliosis;
- Reviews and follows up on all student immunization compliance as required by state regulations;
- Performs special education health assessments and participates in staffing and I.E.P. planning;
- Recommends appropriate medical supplies for the schools;
- Assists the school in providing care for injured or ill students at school;
- Performs other health-related duties as requested by the principal as time permits.

HEALTH EDUCATION:

- Provides resources for health and medical concerns for students and staff;
- Provide classroom presentations of health issues as requested by staff or as needed and time permits;
- Plans and coordinates health care management for students with special health care needs;
- Provides staff in-service in areas of identified need, i.e., C.P.R., seizure care, control of communicable diseases as time permits;
- Assists in evaluating learning resource material and curricula in the area of health.

HEALTH COUNSELING:

- Consults with student, parents, teachers and other staff to obtain appropriate medical care for students;
- Assists parents and school personnel to understand and accept children with special needs;
- Works with students individually or in groups in areas such as; substance abuse, self-esteem, acute and chronic disease, sexual abuse prevention and treatment
- Consults, advises and may refer staff in the areas of health monitoring and counseling.

INTERPERSONAL RELATIONSHIPS:

- Respects individual children and their needs and maintains student rapport;
- Deals in a professional manner with personal and health information;
- Maintains professional relationships with staff, parents and students;
- Liaison between school, family and community health services.

PERSONAL/PROFESSIONAL GROWTH:

- Is responsible for personal and professional growth
- Demonstrates an awareness of one's own strengths and limitations to improve or enhance competence
- Is punctual and reliable

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and supporting student learning objectives.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

WA State ESA School Nurse Certificate

Current Washington State RN License

CONDITION OF EMPLOYMENT:

Criminal background clearance

Washington State Driver's license and proof of insurance

First Aid/CPR certification and maintain valid certification

Pass a post hire, pre-employment physical assessment

All certificates, licenses, endorsements, permits, and vaccines (absent exemption) as required for this position by state and local authorities

KNOWLEDGE OF:

Effective role modeling and high skill level in the healthcare field

Evaluating and implementing best practices in a health services organization

Interpreting and ensuring compliance with state, federal and district guidelines.

Contributing to the health services team in a positive, proactive manner

School board policies and procedures

ABILITY TO:

Communicate effectively and clearly both verbally and in writing at all levels

Read and comprehend complex manuals, reports, communications and other documents

Operate a variety of general office equipment including a microcomputer and related software

Maintain effective working relationships with individuals and groups in a multicultural and diverse community

Remain flexible to changes in assignments or situations

Organize activities, set priorities, and follow instructions

Work cooperatively with staff, students and parents in a school environment

JOB DESCRIPTION: SCHOOL NURSE

Make sound decisions and resolve staff conflicts tactfully and diplomatically
Attend to detail and follow tasks through to completion
Work under pressure at various locations throughout the district
Work independently and with minimal supervision
Maintain strict confidentiality
Establish and maintain medical records and filing systems and to prepare reports in a timely manner
Comply with school board policies and follow administrative procedures

REPORTING RELATIONSHIP: Director of Health and Social Services

EVALUATION: This position will be evaluated by the Director of Health and Social Services or designee based on performance of duties and responsibilities.

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 constantly required to bend neck and back. The employee is frequently required to stand, walk, sit, use hands for repetitive grasping and for pushing and pulling. The employee is frequently required to climb stairs, reach overhead, knee stand and push and pull. The employee is occasionally required to use hands for fine manipulation, squat, kneel, lift overhead, crawl, and lift and carry. The employee must constantly lift and/or carry up to 10 pounds, frequently lift and/or carry up to 39 pounds and occasionally lift and/or carry a maximum of 50 pounds. The employee is required to push and pull a maximum force of 100 pounds. Specific vision abilities required by this job include close vision, and 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.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. Floor surfaces are varied. The noise level in the work environment is usually moderate. The employee must deal with angry and upset students, parents, and community members. The employee must adjust to frequent interruptions in their work schedule. May occasionally be exposed to outdoor weather conditions. May occasionally be required to accompany children on field trips.

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee*

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CLASSIFICATION HISTORY

Updated Context and Disclosures sections, 2024.05.21

Revised Condition of Employment section, 2021.12.07

Updated Mission & Context by HR, April 20, 2018

Revised by Human Resources to add WorkSteps and update Physical Demands and Work Environment, 2015.07.01

Transferred to new format by Human Resources, 2014.05.16

Revised by Human Resources, 10/11

Revised by the Personnel Department 2/92

Highline Public Schools, District #401, complies with all federal rules and regulations and does not discriminate in admission, access, treatment, or employment in education programs or hiring practices on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation including gender expression or identity, marital status, honorably-discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular activities. Highline Public Schools also provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries should contact: Age Discrimination Act, Americans with Disabilities Act, Affirmative Action, Civil Rights Act (employees), and Title IX: Chief Talent Officer, 206.631.3121, titleixofficer@highlineschools.org; Civil Rights Act: District Ombudsman, 206.631.3104, civilrightscoordinator@highlineschools.org; Section 504 of the Rehabilitation Act- Director of Social Services, 206.631.3250, 504coordinator@highlineschools.org, Address: 15675 Ambaum Blvd. SW, Burien, WA 98166