

Revision Date: September 2020

**POSITION TITLE:**

Class I Paraprofessional - Building Nurse, RN

**REPORTS TO:**

Building Principal, Licensed School Nurse (LSN)

**TERMS OF EMPLOYMENT:**

District 318 Educational Support Professional Organization

Class I

Hourly according to the needs of the assigned student/building

**BASIC RESPONSIBILITIES:**

Assists the LSN in providing health services to ISD 318 students

**QUALIFICATIONS:**

**Education Required:**

Current RN License

**Education Preferred:**

CPR/First Aid Training

**Skills Required:**

- Ability to effectively communicate with students and parents at the level related to the specific job.
- Ability to work as an effective team member within the school environment.
- Ability to work independently under the supervision of the LSN and Principal.
- Ability to maintain confidentiality of information learned on the job about students and their families.
- Ability to effectively communicate to Health Care Providers, Therapists, CMH, Social Services, Foster Care Facilities, Human Resource Officers, EMS, Probation System.
- Ability to function with knowledge and acceptance of the limits of the position and RN license.

**Skills Preferred:**

- Experience working with special education population.

**Experience Required:**

One year of nursing experience

**Experience Preferred:**

Two years working as a school nurse

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**DUTIES:**

1. To provide direct health services to all students under the supervision of a Licensed School Nurse and Principal.
2. Secure and maintain individual electronic health records for each student.
3. Review electronic, paper, and emergency health records to determine emergency health conditions, special health needs, and complete appropriate care plans as delegated by the Licensed School Nurse.
4. Review immunization records and ensure student's compliance with the MN Immunization Law.
5. Attend to the direct health needs of each student including illness, injury, emergency care, medications, special health needs, and other needs as delegated by the Licensed School Nurse.
6. Conduct vision, hearing, height, weight, scoliosis and lice screenings according to the District protocol. Referral and follow-up as directed by the Licensed School Nurse.
7. Contact Parents/Guardians, Physicians, Health Care Providers, Mental Health Providers, Social Services, Counseling, Therapists as necessary to ensure each student's health and safety needs are met (i.e. current Physician order every year for medication).
8. Assist Principal with staff training for the building in regard to the students' health needs –per the direction/delegation of the Licensed School Nurse.
9. Deliver direct nursing care as specified on IEP's, IHP's, and section 504 plans.
10. Provide Special Education health assessments for IEP's, medication management, chronic disease management and Third Party Billing supervision as needed.
11. Other duties as assigned.

Essential Tasks

1. Ability to lift up to 30 pounds from the floor to table height and carry a distance of 25 feet.