

**GRAND RAPIDS PUBLIC SCHOOLS  
ISD #318**

Position Title: Licensed School Nurse

Department/Unit: Department of Special Services, Teaching Unit

Accountable to: Director of Special Services

Terms: 9 month, salaried employee

Date of Latest Revision: 3/2022

**PURPOSE OF THE POSITION:** Under the direction of the Director of Special Services, the Licensed School Nurse serves as the District's health consultant and provides leadership to health service providers. This position provides professional nursing services to advance the well-being, academic success, and lifelong health of students. The School Nurse facilitates and promotes health and safety, intervenes with actual and potential health problems; administers medication; performs prescribed treatment; provides case management services; and collaborates with other professionals to address student health and needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**1. Serve as the District's health consultant and provide guidance for the Health Services Department by:**

- a. Keeping abreast of District health programs and recommending changes based upon needs or new mandates
- b. Reviewing and working with administration to update district policies and procedures
- c. Providing direction for appropriate nursing practices in the District based upon best practices and legal guidance/requirements.
- d. Staying informed on State Health Department rules and recommendations pertaining to the delivery of health services
- e. Planning and conducting periodic meetings with health services staff to coordinate services across the system.
- f. Coordinate health services staff development
- g. Assisting in the hiring process of nursing staff
- h. Conduct new employee orientation sessions for new hires
- i. Serving as a system-wide liaison with county and state physicians and agencies providing health services
- j. Submitting and reviewing requisitions for health services supplies and equipment.

**2. Serve in Leadership and Quality of Care capacity to staff on health related needs by:**

- a. Providing orientation to new nurses and providing ongoing training to all nurses in the district on their roles and responsibilities
- b. Providing training to school staff responsible to provide health related services
- c. Overseeing designated nursing procedures for RN/LPN/UAP and acting as a consultant to the health services staff
- d. Implementation of the District's Blood Borne Pathogen Standard
- e. Assisting with the crisis response team when requested

**3. Maintaining health services guidelines by:**

- a. Collecting and summarizing data as requested by state agencies, the Director of Special Services, the Superintendent, and the School Board.
- b. Filing reports with the state as needed.

**4. Other duties as assigned by:**

- a. Performing other LSN duties of a similar or comparable nature as assigned.

**QUALIFICATIONS**

**1. Degree, Licensure, and Certification Requirements**

- a. Current Licensure as an RN or PHN
- b. Current Licensure as an LSN by the MN Department of Education
- c. CPR certification

**2. Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**

- a. Knowledge of early childhood, childhood and adolescent development
- b. Understanding of data privacy requirements, confidentiality, laws and regulations as it pertains to job assignments

**3. Essential Skills required to perform the work**

- a. The attributes of an efficacious learner: resourceful, self-directed, responsible, problem solver and skilled communicator.
- b. The ability to collaboratively problem solve.
- c. The ability to work in an organized, efficient and process oriented manner.
- d. The ability to apply and follow record keeping procedures and protocols in the maintenance of and processing of data.
- e. The ability to perform work assignments requiring attention to detail, confidentiality, precision and accuracy in accordance with set deadlines.
- f. The ability to perform assigned functions with minimal direction in accordance with established set departmental operations.
- g. The ability to work closely with parents, students, staff, administration and community.
- h. The ability to teach health information to groups of students and adult learners

**4. Physical Job requirements**

- a. Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- b. Exerting up to 35 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work. The worker is walking and standing frequently.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.