JOB TITLE: Registered Nurse
DEPARTMENT: Special Education Services
REPORTS TO: Department Director
FLSA STATUS: Exempt
PREPARED BY: Human Resources

PRIMARY ROLE:
Coordinating services and building partnerships with community/county/state agencies and school districts to protect and improve the health needs of all students. In accordance with OAR 581-022-2220 the registered nurse works to promote the health of students through prevention, case findings, early intervention, direct instruction and remediation of specific health problems. Comprehensive Health Services assist school districts to clearly identify the healthcare needs of ALL students (3 through 21 years). Provide school and ESD staff with guidance, training and education with medically involved students, including students with special education and 504 plans

QUALIFICATIONS:

- To perform this job successfully, an individual must be proficient in each responsibility and essential function of the position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual will hold a valid driver's license and have reliable, insured transportation. If selected for the position, individual will complete a pre-employment background check.

EDUCATION / EXPERIENCE:

- Bachelor's Degree in Nursing from a four-year College or University preferred
- Two (2) years related experience and/or training or equivalent combination of education and experience
- Hold a current Oregon Registered Nurse license or ability to obtain the license
- First Aid/CPR training certificate
- Valid Oregon driver's license
- TSPC licensure as school nurse preferred

REQUIRED SKILLS:

- Follow IMESD guidelines, rules and procedures
- Maintain integrity and confidentiality
- Exhibit regular punctuality and attendance
- Manage time efficiently and effectively
- Prioritize workload to accurately meet job requirements and timelines
- Cultivate positive and professional relationships, and show sensitivity to individual differences
- Demonstrate effective communication skills
- Resolve conflict in a professional manner
- Express ability to be flexible and cooperative in varying capacities
- Maintain organization and safety in the work environment

RESPONSIBILITIES and ESSENTIAL FUNCTIONS:.

.

- Community Outreach & Service Coordination

- Perform assessment of current school/community health and resources to identify health disparities
- Develop a school health improvement plan to ensure full utilization of present resources
- Identify and engage potential community partners to meet school and community need as identified through assessment
- Serve as primary coordinator for services delivered through the school wellness hubs including but not limited to:
  - Mental Health
  - Oral Health
  - Physical Health
- Work to ensure timely access to care for students

- Health Education

  - Assist with the development, implementation and evaluation of health education activities.
  - Assist in preparation and distribution of health education materials, including pamphlets, reports, films, exhibits and other audio-visual aids.
  - Provide educational programs and public speaking lectures to school groups on prevention topics and public health issues.
  - Provide direct services to students/clients

    - Accurately and completely document all services provided Perform nursing assessment on students for health concerns using nursing process.
    - Identify deviate health findings; plan and initiate appropriate nursing interventions.
    - Initiate student referrals to parents, school personnel, community health resources or other appropriate agencies.
    - Maintain, evaluate and interpret cumulative health data of each student using appropriate forms.
    - Assist in control of communicable disease by screenings, health education of school personnel, students and parents in preventive or remedial measures.
    - Assess student immunization levels, TB status, and plan for intervention and follow-up.
    - Plan, implement, delegate and provide follow-up for various health screenings.
  - Immunization
    - Education about efficacy and potential side effects.
    - Provide tracking services for the client and community [schools, physicians].
    - Educate client about appropriate scheduling of vaccines.
    - Monitor and record vaccine storage temperatures twice daily.
    - Complete vaccine inventory and usage counts monthly.
    - Prepare, reconcile and submit monthly vaccine report to OIP.

- Complete documentation and reports as required by any funding sources
- Participate in occasional after hours or weekend public health emergencies, health fairs, community outreach, or clinics.
- Oversight of Licensed Practical Nurse

Other Duties:

- Perform other reasonable duties that may be assigned to meet the usual and unusual demands placed on the organization

EFFORT:

Mental:

- Learn new tasks and remember processes
- Maintain focus, make timely decisions and complete tasks independently

Work Place:

- Comply with IMESD policies and procedures
- Proficiently meet IMESD Employee Evaluation Standards
- Dress in a neat, clean, and professional manner appropriate for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain IMESD building property, equipment and materials appropriately
- Complete required annual trainings assigned by IMESD
- Fulfill duties for Mandatory Reporting of suspected child abuse or neglect
- This position may involve travel throughout the IMESD service area, which requires employee to hold a valid driver's license, have reliable transportation and insurance.

Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs per day)
O - Occasionally (.5 – 2.5 hrs per day)
F - Frequently (2.5 – 5.5 hrs per day)
C - Continually (5.5 – 8 hrs per day)
NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)				X	
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use of wrists				X	

Repetitive use hands squeezing			**X**		
Fine manipulation				**X**	
Using foot control		**X**			
*Pushing/Pulling Maximum weight: 40 lbs.			**X**		
*Lifting/Carrying Maximum weight: 40 lbs.			**X**		

WORKING CONDITIONS:

- This position involves working at IMESD campuses and/or school districts within the IMESD service area.
- This position is a full time, 195 day, ten month position. The typical workweek is M-F, 8 hours a day. There will be occasional prolonged and/or irregular hours.
- Employee could be exposed to blood or other potentially infectious materials or illnesses during the course of duties.
- Employee may be exposed to inappropriate student behavior such as hitting, kicking, biting, yelling, cussing and verbal threats.
- Any changes in contract days will be stipulated in each individual contract. Salary and benefits are established through a negotiated agreement between the IMESD Employee Group and the IMESD Board of Directors.
- Employee schedule and assignment to be established by Director and/or Assistant Superintendent.

ADDITIONAL INFORMATION:

Employee Unit:	IMESD Licensed Association
Pay Grade:	Column 1 - Step 1 to Column 6 - Step 16
Medical Stipend $5,000	
Approved by:	HR Director
Last revised:	March 20, 2024

NOTE:

IMESD believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

EMPLOYEE STATEMENTS:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised and updated at any time and once notified of changes, I remain responsible for knowledge of its contents."

"I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with IMESD."

“I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s).”

_____	_____	_____
Employee Name (print)	Employee Signature	Date
_____	_____	_____
Supervisor Name (print)	Supervisor Signature	Date