



**Position Description**

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<b>TITLE:</b>	School Nurse	<b>REPORTS:</b>	Director-Coordinated Health Services
<b>COMMUNITY:</b>	N/A	<b>CLASSIFICATION:</b>	KEA
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	185 KEA Calendar
<b>ISSUED:</b>	May 21, 2024	<b>SALARY:</b>	KEA Salary Schedule

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**PRIMARY PURPOSE:**

The purpose of this position is to provide comprehensive health services to maximize student health and remove barriers to learning within the school setting.

**ESSENTIAL JOB DUTIES:**

Assists in identifying the physical, emotional, social, and health issues of students as they impede the full participation in the educational process.

Assumes a major role in advocating adherence to approved community health principles for promotion of health and prevention of illness and accidents.

Provides guidance to pupils, parents, and school personnel to identify student health care needs, make appropriate referrals, and access community resources.

Instructs and monitors district personnel in the administration of first aid and emergency care.

Uses the nursing process to plan, care for, and monitor the health care needs of students.

Instructs and delegates to appropriate school staff in the administration of specific medical treatments/interventions that may be performed in the school setting at a variety of severity levels and provides ongoing consultation.

Works with local health officials to identify and control communicable diseases in school buildings, and in the monitoring of student immunizations against vaccine preventable disease.

Organizes and directs school health screening programs as required by state law.

Confers with parents, health care providers, and school staff regarding students' health needs while maintaining standards of confidentiality and consent.

Develops plans to meet student health needs in the event of emergencies.

Maintains, monitors, and protects student health records according to established nurse practice and public health law.

Serves as a member of student support team providing information concerning the relationship of the students' health and the educational process.

Participates in district development of health curricula and serves as a resource in the area of health education.

Organizes the school health room to meet students' needs for first aid, health assessment, and consultation.

Trains and monitors health room volunteers.

**OTHER JOB DUTIES:**

- Serves on a variety of committees and works on special projects as assigned.
- Serves as member of the student services team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge, Skills, and Abilities

- Knowledge of nursing principles, practices, methods, and techniques.
- Knowledge of childhood illnesses and their symptoms.
- Knowledge of community and governmental resources related to health care.
- Ability to provide instruction and guidance on health issues.
- Ability to analyze and synthesize data.
- Ability to produce accurate records and reports.
- Ability to make independent decisions.
- Ability to establish and maintain effective working relationships with students, parents, other employees, and others as needed.
- Ability to communicate effectively.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.
- Ability to learn and operate a variety of software programs.
- Ability to organize and coordinate workload.
- Ability to be flexible and adaptable.

Education and Experience

Bachelor's degree in nursing; or any equivalent combination of education, experience and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Allowable Substitutions

N/A

Licensing and Certification

Valid Washington State license as a registered nurse.

Valid Washington State ESA certificate as a school nurse.

**WORKING CONDITIONS:**

Works closely and cooperatively with the principal and staff of the building(s) to which assigned. Works closely with health room volunteers and student helpers. Works cooperatively with community agencies and medical practitioners in district health-related matters. Interacts daily with students, parents, teachers, administrators, and other district staff.

**WORKING RELATIONSHIPS:**

Works closely and cooperatively with the principal and staff of the building(s) to which assigned. Works closely with health room volunteers and student helpers. Works cooperatively with community agencies and medical practitioners in district health-related matters. Interacts daily with students, parents, teachers, administrators, and other district staff.

**EVALUATION:**

Evaluation responsibilities are assigned to the principal or other school administrator.

*In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.*