

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
May 22, 2026

2026-27

Job Title:	School Nurse	Salary:	\$34.47/hr or \$41.20/hr – Negotiations in Progress
Reports To:	Building Administrator & Nurse Supervisor	Range:	N1 or N2
Location:	Soldotna Montessori Charter School Soldotna, Alaska	Hrs/Day:	2.5 hrs/day
		# of Days:	191

JOB PURPOSE: To provide health education, care, and health counseling to pupils, staff, and parents to promote a healthy school environment.

Duties, Responsibilities, and Accountabilities:

1. **Evaluation:** Evaluate students' physical, mental, and emotional health. Screen students for including but not limited to vision, hearing, growth, and blood pressure and enter data into the student electronic health record. Maintain immunization records and ensure compliance. Develop Individualized Health Care Plans as needed and provide student accommodations as indicated.
2. **Health Care:** Provide first aid and additional care for injuries and treatment of diseases. Assist in controlling and preventing communicable diseases in schools in conjunction with the State of Alaska Public Health. Administer testing, pharmacologic administration, and activities included in the standing orders. Administer student medicine prescribed by a physician and monitor chronic health problems. Responsible for becoming a certified CPR/First aid instructor through Health Services as the sole healthcare professional in the school building.
3. **Health Counseling:** Provide counseling, information, and health instruction to pupils, staff, and parents. Act as a source of health information and provide training for being an informed healthcare consumer. Identify and treat pupils with health problems that interfere with effective learning. Maintain a close working relationship with other healthcare providers in the community as needed.
4. **Teamwork:** Perform other related duties as required or assigned. Work cooperatively and collaboratively with school employees, students, and visitors. Be willing to perform the job duties outlined in this job description at other schools in the geographical region as necessary and directed by the Nursing Supervisor or Director. Serve as a member of the school teams as a designated healthcare professional (e.g., Crisis Team, IEP, 504). Must have a valid driver's license, as frequent travel between schools may be required.
5. **Reporting and documentation:** Maintain student health records. Enter and update information in records in a timely manner. Promptly respond to district, state, federal, or other identified entities regarding required reporting or data collection. Will adhere to KPBSD and Health Services policies and requirements.

Knowledge, Skills, and Abilities:

1. Requires complete knowledge of methods and techniques for screening students for many health conditions. Requires skill and diligence in maintaining thorough and detailed records of screenings, treatments, and health problems.
2. Requires knowledge and experience with using medical equipment, including, but not limited to, blood glucose monitors, stethoscopes, thermometers, sphygmomanometers, and AEDs.
3. Requires the ability to multitask, de-escalate situations, and triage students.
4. Must have an Associate of Applied Science degree and a current Alaska RN license (N1) or a Bachelor of Science degree in Nursing and a current Alaska RN license (N2). Upon hire, you must have current CPR certification and become certified through the District's Medic First Aid program. Requires professional expertise in treating injuries and illnesses. It requires knowledge of first aid techniques and the ability to apply

them. It requires identifying symptoms, problems, and abnormal conditions, administering treatment, and making referrals appropriately. Must be diligent in continuing education in the field.

Language Skills: Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

Mathematical Skills: Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. Ability to interpret multiple instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to health teaching; ability to plan and implement lessons based on objectives and the needs and skills of students. Ability to establish and maintain effective working relationships with students, peers, parents, community health care providers, and community members. Must have basic computer skills.

Physical Demands: While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. Must be able to perform cardiopulmonary resuscitation and respond to other first aid needs. Ability to visit various buildings in the District. The employee must occasionally lift, move, and push up to 90 pounds, such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in different functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to reflect the primary job elements accurately. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

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