

SPEED

JOB DESCRIPTION

Title of Position

Registered Nurse (RN)

Supervisor

Principal/Program Administrator

Position Guide

Licensed Professional – Non Exempt

Salary Range

In compliance with SEA Bargaining Agreement

Qualifications

- Must possess, as a minimum, an RN nursing degree (preferably BSN) from an accredited college or university. Must have, as a minimum, One (1) year of experience as a supervisor in a school, nursing care facility or other related health care facility.
- Ability to maintain confidentiality.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.
- Skill in reading and applying information from medical documents.
- Ability to relate to and work with students with special needs who may present a variety of disabilities.
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify

Essential Duties

- Supervises and assumes appropriate delegating responsibilities to health team (LPN's and Health Aides) assigned to programs, in accordance to their scope of practice.
- Function as a liaison between health team, certified school nurses, and administration to promote highest standards of health for students.
- Conduct informal meetings as needed to facilitate effective communication between program health teams.
- Attend professional onsite/offsite educational programs to maintain knowledge of current professional nursing practices.
- Consults with parent/guardian and physician regarding student's health, treatments, and health status changes if necessary.
- Implements practices and assures adherence to infection control and other safety policies and procedures. Ensure that the students care plans are reviewed and/or updated prior to the administration of care to the student.
- Complete employee accident/incident reports as necessary.
- Provide direct nursing services in absence of program nursing staff when necessary.
- Coordinate and implement emergency protocols with the assistance of the Health team.
- Supervises and/or provides screening and follow up for deficits in vision and hearing.
- Maintain health supplies and equipment as indicated for the Nurse's office and school.
- Assist in gathering student immunization requirements.
- Other Duties as Assigned.

Job Responsibilities

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
3. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
4. Show commitment and professionalism through attendance, punctuality, and standards with professional responsibilities.

Skills/Competencies

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form.
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

Ethics

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

Terms of Employment

- 180 Days
- Collective Bargaining Position

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

Hiring Contact: Human Resources Director – (708) 481-6100.

ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Human Resources Signature

Date