SNOQUALMIE VALLEY SCHOOL DISTRICT JOB DESCRIPTION

Job Title: **Registered Nurse**Reports to: **Student Services Administrator**FLSA Status: **Non-Exempt**Classification: **Classified-PSE**

Classification: Certificated-SVEA

Directed by: **Student Services Administrator**Supervises: **None**

Work Year: School Year Salary: As Stated in Schedule

Position Summary: To be an independently functioning member of the Health Services team working under the direction of a Student Services Administrator and/or Lead Nurse to actively promote wellness to staff, students, and parents.

Qualifications Required:

- Valid State of Washington license to practice as a registered nurse.
- Proficient in Microsoft Office Suite.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

• Previous experience in a public school setting or related learning/development environment.

Essential Functions and Responsibilities:

- 1. Renders first aid to sick and/or injured pupils and employees.
- 2. Writes health plans (IHPs) coordinating care for students (including for field trips, activities); communicates with teachers, parents, staff and medical personnel.
- 3. Maintains Health Room equipment and supplies, following District procedures for purchases and requesting work orders when necessary.
- 4. Provides other health and emergency aid services.
- 5. Administers or directs the administration of prescribed medications to pupils upon written and physician request in accordance with Board policy.
- 6. Assists school office staff with monitoring and supervision of student immunization records.
- 7. Applies District Policy and State law with regards to infectious disease control.
- 8. Coordinates health services between Public Health Department and other health related community agencies; refers appropriate cases to Public Health Nurse for home visitation and agency referrals.
- 9. Makes home visits when necessary.
- 10. Refers students to building Student Assistance Team when indicated.
- 11. Serves on Multidisciplinary Team when appropriate.

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- 12. Helps coordinate and perform health screening clinics and other Districtwide health service activities (i.e.: vision, hearing, scoliosis), submitting appropriate reports when necessary or required.
- 13. Trains and supervises health room assistants and volunteers.
- 14. Helps maintain the Health Room in designated school buildings.
- 15. Maintains Health Room log of student contacts, personal services logs, and student health records.
- 16. Attends appropriate meetings and conferences related to Health Services.
- 17. May ride student transportation and/or attend field trips, activities, etc., when medically necessary.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

- Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
- 2. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
- 3. Demonstrated ability to work on multiple tasks simultaneously.
- 4. Demonstrated attention to detail oriented with excellent organizational skills.
- 5. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
- 6. Demonstrated ability to be detail oriented; possess strong initiative and excellent organizational skills.
- 7. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
- 8. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
- 9. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
- 10. Demonstrated professionalism through conduct, punctuality, and minimal absences.
- 11. Demonstrated ability to adapt to a variety of working situations and learn new skills.
- 12. Demonstrated ability to follow oral and written directions.
- 13. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
- 14. Demonstrated strong initiative and self-motivation.

Physical Demands and Work Environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands* Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- Work Environment- Well lit, linoleum or carpeted, with occasional high noise level.

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

Approval/Revision Date: October 27, 2022

General Sign-off: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.

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