

**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**  
Supervises: **None**  
Salary: **As Stated in Schedule**

Directed by: **Student Services Administrator**  
Work Year: **School Year**

**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.

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:**

1. 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

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.