



Tolleson Union High School District #214
School Nurse - RN

Purpose

The job of a Registered School Nurse is done for the purpose/s of meeting the individual health needs of students; incorporating health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; assisting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

Qualifications

Required:

1. Valid Arizona Board of Nursing license to practice as a Registered Nurse (RN) and in good standing.
2. Bachelor's degree in nursing or related field.
3. Two years' experience in public health, or nursing, preferably in a school district.
4. Current CPR, AED, and First Aide certification
5. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.

Preferred:

1. Master's degree in nursing or related field.
2. Arizona Department of Health Services Certificate of Hearing Screener
3. Bilingual in English and Spanish.

Essential Functions

1. Implement school health services programs. Utilize established nursing process to assess, analyze, plan, implement, record, and evaluate all nursing care.
 - Health care plans for students with medical conditions including medically fragile students in the CARES program.
 - Perform tube feedings, trach suctioning as needed for students according to doctor's orders.
 - Implement health office management and inventory control procedures.
 - Order equipment and supplies according to established procedures that the needs of the students.
 - Establish and maintain accurate health records, including cumulative health records and emergency information for students and staff members.
 - Carry out health service prevention programs (e.g. immunizations), per applicable laws, health department recommendations and school district policies.

- Audit health records for the immunization status of all students, notify parents of deficiencies and recommend immunizations.
 - Assess and evaluate the health and developmental status of students through health examinations and health screenings.
 - Provide information to teachers and staff regarding observation for deviation from normal health and procedures for referring students to health office.
 - Provide information to teachers and coaches regarding health problems of students.
 - Assess hearing and vision screening for students and submit reports to Arizona Department of Health Services annually.
2. Carry out first aid and emergency care procedures as required.
 - Provide required identification, health evaluation, case management (including development of health components of the IEP, 504s, and/or nursing care plan) and appropriate care for chronically ill or handicapped students.
 - Administer medications according to applicable laws and district policies.
 - Implement policies regarding communicable disease, infection, and animal bites including exclusion and readmission of students, tuberculosis and other testing procedures, classroom inspections, communication with parents, administration and government agencies as required.
 - Implement established procedures for other special situations (e.g., child abuse, substance abuse and pregnancy).
 - Provide appropriate referrals and assist students and family to obtain and accept further medical, dental, or other care. Follow-up on referrals as needed.
 - Provide appropriate health counseling and consultation for students, parents, and staff.
 - Compile information required for evaluation of school health services programs.
 3. Carry out school health and safety activities.
 - Provide health and safety resources material for teachers.
 - Prepare and/or distribute health information to students, staff, and parents.
 - Utilize contacts with students as opportunities for providing health and safety information.
 4. Assist other school personnel to establish safe and sanitary conditions in the schools.
 - Post emergency information and provide first aid supplies at appropriate locations. as required.
 - Assist in identifying, reporting, and following up on identified hazards.
 5. Provide high-quality school nursing/health services.
 - Participate in staff training activities.
 - Assume responsibility for personal growth and development.
 6. Carry out administrative duties related to the school health program.
 - Maintain comprehensive records and file required reports.
 - Carry out procedures for illness or injury related absences.
 - Promote the objectives, standards, and health policies of the school health program.
 - Function as a contributing staff member and work effectively with school personnel.
 - Work with parents, health care providers and others for the improvement of health facilities and services for children.
 7. Assist in the assessment and evaluation of current health and safety needs of students and Personnel and the effectiveness of the school health program in meeting those needs.

8. Participate in the Medicaid program regarding billing for medically fragile students who are on IEPs.
9. Attain and maintain a Screener Certification with the Arizona Department of Health Services Certificate of Hearing.
10. Maintains a high level of ethical behavior and confidentiality.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: regularly required to talk and hear; frequently required to use hands to touch, handle, or feel objects, tools, or controls and use a keyboard or keypad; regularly type or enter data using a computer keyboard; operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include business telephone etiquette, and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is high. Specific ability-based competencies required to satisfactorily perform the functions of the job include communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: the employee will be required to reach with hands and arms; some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity; the employee is frequently required to stand, walk, bend, and sit; the employee is occasionally required to climb, or balance and stoop or kneel; the employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 120 pounds. Generally, the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with exposure to risk of injury and/or illness. The employee will regularly work indoors in a controlled temperature environment but may be required to work outdoors in extreme weather conditions. The noise level in the work environment is usually moderate.

Reports to:	Principal or Assistant Principal
Terms of Employment:	Ten-month, full-time
Evaluation:	This position will be evaluated annually as outlined in Governing Board Policy.
FLSA Status:	Exempt
Salary Range:	Registered Nurses, Prevention/Intervention Specialists, and Social Workers Initial Placement Salary Schedule
Board Approval:	February 6, 2024 (Revised) March 26, 2024 (Revised) August 18, 2026 (Revised)