



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **Licensed School Nurse**
Department/Section: Health Services
State Job Match: 285
Title of Immediate Supervisor: Building Principal

JOB SUMMARY -- Advances the well-being, academic success and life-long achievement and health of students. School nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning.

Task No. And DESCRIPTION

1. Promotes and protects the optimal health status of school-age children.
2. Manages school health and developmental screenings inclusive of referral and follow-up with health concerns (i.e. vision and hearing, scoliosis, etc)
3. Interprets medical information to school personnel as necessary to assist them in understanding children's needs as related to academic pursuit.
4. Monitors unstable health conditions as necessary (i.e. asthma, seizure disorders, diabetes, etc.) Develops emergency care plan for students with these conditions and ensures school personnel are trained in specific emergency care.
5. Provides individualized health guidance to students and parents as needed regarding diagnosed health conditions.
6. Provides health guidance to students through class presentations and newsletters such as puberty education, hygiene, general wellness, etc.
7. Maintains student health files consisting of immunization record, screening results, health information, health office visits, etc.
8. Ensures all students K-12 (public, private and homeschool students) are in compliance with the MN Immunization Law. Reports immunization data to the MN Department of Health as requested.
9. Provides first aid and acute illness care as needed during the school day. Reports all student emergencies when requested by any school administrator.
10. Administers and accounts for all medication given during the school day according to school policy.
11. Supervises and trains building secretaries in health office duties (i.e. medication administration, first aid, etc.)

12. Oversee and train each building's medical emergency response team. Coordinate yearly drills.
13. Coordinate Early Childhood Screening for the district. This includes setting appointments, compiling needed paperwork, overseeing vision and hearing screening, completing the health history and exit interview, ensuring follow up is completed as needed, and completing a year-end report and reimbursement request to the MN Department of Education.
14. Provides health expertise on IEP, 504 and Student Assistant Teams as needed.
15. Oversee the district's 3rd Party Billing in special education (i.e. train special education paraprofessionals regarding PCA duties, assist in writing PCA care plans, enter documentation into Sped forms, send to education district for billing, track revenue, etc.)
16. Member of Policy Review Committee. Develops and evaluates health policies and procedures.
17. Serves as district's Bloodborne Pathogen officer/Exposure Control Officer. Maintain exposure control plan per OSHA requirements. Ensure yearly training of staff.
18. Promotes and assists in the control of communicable diseases.
19. Supervise elementary fluoride rinse program.
20. Member of district health and safety team.
21. Member of district staff wellness team which promotes staff wellness.
22. Maintain all health offices and supplies. Annual inventory of supplies and supply orders for restocking offices. Maintain the health office budget.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Valid Minnesota school nurse license.

Physical requirements:

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the building principal and works in various capacities with administrative, service, and support staff.

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Work year is based on current teacher Master Agreement.

PERFORMANCE REVIEW: Evaluation by building principal in accordance with district policy.