

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> School Nurse	
<i>Supervisor:</i> Building Principal/Administrator and Director of Nursing Services	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 12

**Job Summary**

Promotes, protects, maintains, and attains optimal care for the physical and mental health of the student body. This position will be assigned a home school, however, RNs may provide health services to other schools in the district.

**Essential Job Functions**

Emergency Services:

Provides first aid for injuries and acute illness.

Initiates prompt referral to the appropriate medical facility when more extensive treatment is warranted.

Promptly administers properly prescribed emergency medication, i.e. Benadryl, epinephrine, glucagon, insulin.

Performs crisis intervention.

Health Program:

Monitors student immunization compliance, notifies parents of discrepancies, and coordinates with principals and director of nursing services for appropriate actions to comply with state and district mandated immunization compliance policies.

Administers immunizations to students as needed.

Assists teachers in presenting health lessons as requested by principal or teacher.

Provides health counseling for students.

Consults with parents or guardian and/or physician regarding a student's health.

Coordinates with physician and/or public health officials in reporting communicable diseases.

Reports and follows-up suspected child abuse and neglect to social services authorities.

Administers prescription and non-prescription medication in accordance with current School Board policies.

Provide medication training to selected staff members in accordance with Alaska Board of Nursing guidelines.

Includes state-mandated screening and follow-up in health appraisals.

Assists students, parents, and teachers in adapting to various chronic health problems, i.e. diabetes, dialysis, cancer, etc.

Participates in establishing or revising school and district health policies.

Provide nursing support for buddy schools when needed by communicating via telephone or in person, depending on the situation.

Alerts school administrators to health trends and problems.

Resources Provided:

Assists in preparation and deliverance of health and hygiene programs.

Conducts first aid training for staff and students as required.

Serves as health resource person for child study teams.

Assists teachers in understanding individual student's physical and mental health problems.

Makes screening assessments on all students referred for special education.

Testing:

Performs tuberculin testing of students and staff as mandated by school board policy and regulation.

Performs various health screenings as required.

Records and Supplies:

Maintains a daily medical log.

Submits monthly and other periodic or special reports as required.

Establishes and maintains individual student health records to include immunizations.

Requisitions, inventories, and maintains required medical supplies and equipment.

Assists in the registration of new students to insure proper immunizations and other health-related documentation is specified.

Completes state-mandated audit report in timely manner (i.e., within 30 days)

**Non-Essential Job Functions**

May provided annual Blood Borne Pathogen (BBP) and standard precaution training to staff as directed by school board policy.

Performs other job-related duties as assigned.

### **Equipment Used**

Otoscope, ophthalmoscope, stethoscope audiometer, othorater, sphygmomanometer, telebinocular visual testing equipment, A/V equipment, computer, safety equipment, and other related equipment.

### **Independent Decisions**

Emergency medical care; physical assessments; referrals to parents/guardians, and/or appropriate health-related agencies, i.e. mental health, physician, Office of Children's Services.

### **Primary Working Contacts**

Daily contact with students. Frequent contact with parents and health and social service agencies. Frequent contact with attendance secretary for absentee follow-up, maintenance staff for environmental safety concerns, custodial staff for health and sanitation monitoring, other schools regarding student health or concerns, resource staff and building principal regarding health and medical concerns of students. Attend monthly nurse staff meetings and nursing in-services as provided by the district. Provides input to director of nursing services to improve health services to students.

### **Responsibility for Cash, Equipment, Safety**

Monitors school buildings and grounds for health and safety hazards.

### **Supervision Received and Exercised**

Receives oral and written instructions from the building principal, director of nursing services, nurse's training manual, and/or physician advisor.

### **Unusual Working Conditions**

Performs lifting and medical procedures for medically fragile students, diaper changing, handling of body fluids, gastrostomy, and tube feedings.

### **Evaluation**

Annual written evaluation.

### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Current state of Alaska registered professional nurse license

2. Current nursing skills as shown through attendance in continuing education classes; current first aid skills and current basic life support certification.
3. Knowledge of community health and medical resources, Bloodborne pathogen procedures, and standard precautions.
4. Ability to relate and communicate with others, with emphasis on handling exceptional students.
5. Must have a valid drivers license and use of a personal vehicle.

The following are preferred:

1. B.S. degree in Nursing
2. At least two (2) years relevant experience in the nursing field preferred.
3. Pediatric training and experience desirable.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

It is a condition of employment that the selected applicant become a member of the Education Support Staff Association (ESSA), or pay a professional service fee.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**