



POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

SECTION I: GENERAL INFORMATION

Position Title: Licensed School Nurse	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Education	FLSA Status: Exempt
Job Summary: Under the direction of the Director of Special Education, and in cooperation with the Health Services Coordinator, the Licensed School Nurse works to strengthen and facilitate the educational process by minimizing or removing health-related barriers to learning, implementing a safe environment for students, and promoting optimal levels of well-being in students and staff. The Licensed School Nurse provides professional nursing services and expertise to the special services department families, students and staff.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts professional nursing services within the school setting including assessing, diagnosing, planning, implementing and evaluating the health and developmental status of children.
 - a) Assists in the development, implementation, and evaluation of procedures and programs designed to assess the health and developmental status of students.
 - b) Identifies student health needs through health assessment and health history.
 - c) Communicates with family, staff and other community agencies regarding student health needs.
 - d) Develops and implements individual plans for the care of students with chronic health conditions and disabilities and students needing treatments and/or medications.
 - e) Administers medications and treatments to students in accordance with physician orders and parent authorizations.
 - f) Supervises, plans and provides for the administration of medication when required.
 - g) Promotes and maintains health and well-being of students, families and school personnel by teaching and counseling on best practices for good health.
 - h) Assists students and parents in identifying and utilizing available and appropriate community resources.
- Provides professional nursing services and expertise to special services department families, students and staff.
 - a) Participates on child study and special education teams.
 - b) Assists in the identification of students with health conditions and disabilities.
 - c) Interprets health factors pertinent to the student's disability and develops, implements, and evaluates the health component in the Individual Educational Plan (IEP).
- Works collaboratively with the Health Services Coordinator to implement, enhance and evaluate the district's third-party billing program.
 - a) Assesses student health needs to develop Individual Health Plans/Care Plans and evaluates regularly.
 - b) Monitors, delegates and trains identified educational assistants to perform as patient care assistants when required by Individual Health Plan/Care Plans.
 - c) Assists special services' staff with claims submissions as required for the third-party billing process.
- Documents and maintains student health records to ensure compliance with state and federal laws and mandates.

- Provides communicable disease information to parents, staff and students as required. Establishes a student immunization status and follow-up when needed.
- Educates families, students and staff in health-related areas.
 - a) Participates in classroom instruction when requested.
 - b) Provides health counseling to students, staff and parents to assist them in making decisions regarding their health and health behaviors.
 - c) Provides in-service education opportunities for school staff on health-related issues such as first aid, CPR, etc.
- Performs other duties of comparable level or type, as required.
 - a) Provides professional expertise and assistance to individuals, other district staff, and the community concerning areas of expertise/knowledge.
 - b) Attends training sessions, conferences, seminars, district and departmental meetings.
 - c) Keeps abreast of changing developments, trends, and health technologies.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		Major field of study or degree emphasis: Nursing
	1 year college	2 years college	
	3 years college	x 4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge in the fundamentals, principles and practices of nursing care procedures, methods and techniques; • Knowledge of relevant public health and special educational rules and laws affecting health care and nursing practice in school setting; • Knowledge of Department of Human Services third-party billing program and guidelines; • Knowledge of medical terminology, diseases, current health care issues, concerns and trends; • Knowledge of community resources, health agencies and social service organizations in the community. • Knowledge of district administrative procedures, policies and guidelines.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of two (2) years nursing experience or directly related work experience.			

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensure as a Registered Nurse by the Minnesota Board of Nursing, a Public Health Nurse by the Minnesota Board of Nursing, and a Licensed School Nurse by the Minnesota Department of Education.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> Assessing, evaluating, planning and implementing student health care; Planning, implementing and instructing students and staff in health care issues and concepts; Delivering and conducting skilled nursing treatments, first aid and emergency health services; Organizing, implementing and maintaining health records, documentation and reporting requirements. Creating, managing and utilizing computer databases, reports, spreadsheets, documents, correspondence and e-mail. Maintaining confidentiality and compliance with data privacy laws.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Exposures to disagreeable odors, communicable diseases, body fluids, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY

Classification History: Description created 6/2011 by ISD 110 Human Resources. Updated 6/2019.
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