

Thompson Falls School District Position Description

Position Title: School Nurse
Reports to: Superintendent

Summary: The school nurse is responsible to develop, implement and manage a school health program for a student population as defined by the school division. Responsibilities include program management, nursing services, collaboration, healthy education, and professional practice.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Provides medically prescribed interventions, including medications administration (based on state regulations), and provides care to ill children on a daily basis, including first aid to injured students and staff.
2. Maintains comprehensive school health records.
3. Participates on the school's IEP and Section 504 teams as necessary.
4. Maintains the school equipment and supplies.
5. Provides crisis intervention (e.g., adolescent pregnancy, substance abuse, death of a family member, suicide, and child abuse or neglect issues, etc.).
6. Administers vision, hearing, and scoliosis screening (or provide information to parents about scoliosis). Refers for follow up evaluation when needed as required by Montana law and school board policies.
7. Assists with pre-school registration and interpret health requirements.
8. Assists in the development of individualized student health care plans.
9. Participates in student centered school team meetings, as appropriate.
10. Act as a resource for health education.
11. Follow all OSHA regulations.

Supervisory Responsibilities: None.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Must have a valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in the State of Montana.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and

weight measurement, volume and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to work in a friendly manner with co-workers and students. Ability to lift 50 lbs; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Trustees policies.

PHYSICAL DEMANDS: The physical demands 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.

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food, etc. Specific vision abilities required by this job include close vision, and depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in higher than normal temperatures and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.