

POSITION DESCRIPTION

TITLE:	School Nurse	SUPERVISOR:	District Administrator
DEPARTMENT:	District-wide	CLASSIFICATION:	Executive Support Staff

I. Accountability Objectives:

The School Nurse works in collaboration with students, parents, school staff, health care providers, and public health nurses to protect and promote optimum student health, safety, and learning. The School Nurse also provide a variety of trainings and instruction to district staff.

II. Position Characteristics:

Salary: Set Annually by Board of Education

Length of Contract: 12 Months

III. Position Relationships:

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district staff

- A. Collaborates with the Clark and Marathon County Health Department nurses on health issues and needs within the community.
- B. Participates in professional development to maintain knowledge of healthcare needs being addressed.
- C. Participates as a consultant and advocate in collaborative health initiatives such as the district's Wellness Committee, Crisis Teams and Clark County Coalition Group.
- D. Serves on Leadership Team, Pupil Services Team, and Central WI Nurses Group.

IV. Position Qualifications:

- A. Required Qualifications (Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.):
 - 1. Bachelor's degree in Nursing from a college or university school of nursing that is accredited by the National League for Nursing or the Commission on Collegiate Nursing Education
 - 2. Current Wisconsin Registered Nurse license.
 - 3. Minimum of three years nursing experience.
 - 4. CPR and first aid certified trainer certified or must obtain certifications as soon as practical after hire.
- B. Preferred Qualifications (Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable):
 - 1. Experience in school health, public health, pediatrics, home health care, or other community nursing practice setting.
 - 2. Experience in training and supervising personnel performing specialized health care procedures.
- C. Physical Requirements (The physical demands described below 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 essential functions)

1. Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
2. Must be able to talk/hear, feel attributes of objects, grasp, push, stand/walk, drive, reach, stoop/kneel/crouch, and climb/balance.
3. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
4. Must be able to lift at least 75 pounds.

VI. Position Responsibilities:

- A. Trains and supervises school staff to administer student medications and specialized healthcare procedures in accordance with the school district policies.
- B. Trains identified staff in first aid, CPR, and use of the AED device.
- C. Provides onsite student health consultation for students, staff, and parents/guardians.
- D. Collects and analyzes data on services rendered and associated outcomes.
- E. Develops, implements, and sustains procedures for Medicaid billing.
- F. Coordinates and oversees nursing/health services for students with chronic health conditions or acute episodes.
- G. Recommends accommodations for student health needs in IEP meetings.
- H. Conducts health related absenteeism surveillance and follow-ups as indicated.
- I. Participates in developing and implanting mental health promotion and high-risk behavior prevention strategies.
- J. Creates and manages student health plans, coordinating care between school, family, and primary health care providers.
- K. Assesses, monitors, and treats student health conditions/episodes; advocates for student health needs.
- L. Collaborates with school nurse colleagues to develop the district's school nursing program.
- M. Coordinates school-based medical emergency response teams and training.
- N. Serves as student health liaison and advocate for students, families, schools and community resources to create continuity between school, home and community.
- O. Teach puberty education classes.
- P. Provide health resources and research on health issues, sexual harassment, medications, smoking and teen pregnancy.
- Q. Maintain confidential student database.
- R. Follow-up on vision and hearing screenings as needed.
- S. Delegation. The nurse's scope of practice or set knowledge and skills are derived from the legal authority in Wisconsin Chapter 441, commonly referred to as the Nurse Practice Act. Delegation of a nursing task involves assessment of the knowledge and skill level of those supervised, providing direction, assistance, observation and monitoring of those supervised and evaluation of the outcome of the performed task.
- T. Policy review and implementation.
- U. Correspond with regional medical advisor for various needs including prescribing stock medications, CLIA waiver, etc.
- V. Other duties as assigned by the District Administrator.

V. Knowledge, Skills, and Abilities:

- A. Working knowledge of the use of community resources.
- B. Ability to exercise good nursing judgement.
- C. Excellent communication skills and leadership ability.

- D. Ability to consistently meet timelines.
- E. Ability to work well independently and as part of a team.
- F. Ability to organize and accurately maintain student health records and other data.
- G. Ability to maintain confidentiality of health and other privileged information in accordance with Wisconsin Statute 146.82.
- H. Ability to use Microsoft Office programs.
- I. Ability to provide own transportation for work-related travel.

VI. Work Environment (Environmental or atmospheric conditions commonly associated with the performance of the functions of this job):

1. Normal school environment and quiet noise levels.
2. May be exposed to potentially hazardous bodily fluids.