

WILLCOX UNIFIED SCHOOL DISTRICT NO. 13
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643

JOB DESCRIPTION

TITLE:

Nurse

POSITION SUMMARY/JOB GOAL:

Establishes and maintains a comprehensive school health program. Creates and maintains a climate of health and well-being in the district's schools.

REQUIREMENTS:

Current R.N. license or certification issued by the AZ Board of Nursing and a BSN degree or equivalent required. Minimum of four years of clinical nursing experience in child health or related clinical area. Six units of college credit in studies related to school nursing. CPR certification. Valid driving license. FBI fingerprint background check required.

REPORTS TO:

Principal

ESSENTIAL FUNCTIONS:

(THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED)

- Functions as a contributing member of the educational team. Attends staffing meetings as a health information resource. Educates staff on role of the school health department.
- Plans and implements school health services in accordance with legally and professionally recognized and accepted standards for nursing practices and within school district policies.
- Assists faculty and staff in identifying and understanding student health problems and issues, educating staff on available health resources and curriculum.
- Interprets and reports health data to faculty, staff, students and parents.
- Evaluates health status of any student reporting to the health office, diagnosing and treating as needed, including providing first aid. Assesses student response to treatment or medication.
- Alerts physicians or emergency medical providers as needed.
- Collects and maintains student medical or health information, including student absenteeism data related to chronic illnesses, ensuring privacy in a professional and legal manner.
- Assists in the assessment, orientation, supervision and education of on-site health aides and LPNs and supervises health office volunteers and student helpers.
- Educates staff, faculty, students, and parents on school related health issues and available community resources to assist them with health related concerns.
- Conducts formal and informal training to individuals or groups related to school health issues, including staff, faculty, students, parents, involved physicians and health service agencies, and the community.
- Plans and implements all special health programs at the site, integrating such programs into the total school health program.
- Inspects facility for health related issues or problems, documenting and reporting findings to senior administrators.
- Alerts school district to legal matters that may arise in areas that include the overall school health program, safety, student injuries, medication issues and accidents.
- Conducts parent conferences related to specific student health problems and special needs. Makes home visits if required.

- Maintains health office supplies and materials, keeping accurate records and registers per district guidelines.
- Submits health data to governing entities as required.
- Follows county procedures for reporting of communicable diseases and animal bites.
- Assists with student registration and pre-registration related to health.
- Collaborates with health specialists to aid students with special needs.
- Prepares medical billing, if applicable, including Medicaid billing.
- Performs related duties as assigned.

PHYSICAL TASKS:

Work involves the performance of duties where physical exertion is occasionally required to perform the functions of the position. Assistance is available to perform physically demanding tasks if needed. Work may involve standing, sitting, walking, stooping, bending, reaching and grasping. Occasional lifting and carrying weights up to 25 pounds may be required. Lifting of children may be required. Vision and hearing must be acceptable to perform job functions. Verbal communicative ability required in public contact positions.

MENTAL TASKS:

Communicates and comprehends verbally and in writing. Performs functions from written and oral instructions and from observing and listening to others. Evaluates written materials.

EQUIPMENT, AIDS, TOOLS AND MATERIALS:

Uses medical devices and medical testing equipment. Operates standard office equipment, such as telephones, computers, printers, fax machines and copiers.

WORKING CONDITIONS:

Works indoors – office environment. Outdoors – playground, exposure to all weather conditions and temperatures. Exposure to noise, dust and fumes. Extensive contact with students, parents, teachers and public.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of support staff (GDO).

APPROVED BY: _____ DATE: _____
(Superintendent)

REVIEWED AND
AGREED TO BY: _____ DATE: _____
(Incumbent)