

**TITLE:** School Nurse

**REPORTS TO:** Superintendent

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt.

**QUALIFICATIONS:**

1. Valid license with Oregon State Board of Nursing.
2. Submit to a criminal history check as required by the school district.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Must be proficient in English both oral and written.

**JOB GOAL:** To provide school nurse services to the District.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Acts as a consultant to help maintain all immunization records.
2. Consult and train staff concerning 504 plans.
3. Provide or direct staff to necessary medical training.
4. Performs professional nursing services that conform to the standards for the nursing profession in the school.
5. Follows all District policies and those contained in the appropriate district handbook.
6. Assumes other duties as assigned by the Superintendent.

**III. Timeliness**

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

**Physical Qualifications:** 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** The School Nurse may be employed for up to 10 months per year. Wage and benefits as negotiated with the Board of Directors.

**Mandatory Child Abuse Reporting**

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_