

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** School Nurse

**DEPARTMENT:** Health Services

**REPORTS TO:** Health Services Supervisor

**POSITION SUMMARY:** Under the direction of the Health Services Supervisor and under the guidance of building principals for day-to-day interaction, the School Nurse promotes the health and welfare of students in the schools as assigned.

### **ESSENTIAL FUNCTIONS:**

- Performs nursing responsibilities as delegated by the E.S.A. nursing staff.
- Trains and monitors designated school personnel in medication administration, health room procedures and health care plans.
- Develops and maintains health care plans for students with health problems.
- Provides for the implementation of district activities relating to school health services including vision
- Facilitates communication between private/community resource groups and families in need, assisting with medical care, dental care, clothing, food, housing and fuel.
- Maintains up-to-date health records on students.
- Participates in the evaluation/recommendation of students referred for special education as appropriate.
- Contributes to multidisciplinary decisions related to educational planning for a student as appropriate.
- Attends guidance team meetings and I.E.P. meetings as requested.
- Initiates referrals to medical agencies.
- Acts as a resource to school staff in addressing the control of infectious diseases in the schools.
- Trains Educational Assistants to perform medical treatments when required (i.e., tube feedings, catheterization, etc.).
- Provides screening of preschool children during Childfind.
- Provides health counseling for students and staff.
- Acts as liaison between parents, medical professionals and school personnel.
- Oversees the nursing component of the outdoor education program in the assigned schools.
- Implements the RCW's and WAC's relating to health care in the District.
- Work cooperatively with a building team in planning, supporting and providing instruction and share with other staff the responsibility for supervision of student behavior outside of the regular classroom
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Interest and desire to implement the use of technology in service.
- Commitment to continued learning and personal professional growth.
- Possess knowledge of and adhere to Governing Policies and District Regulation and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

### **QUALIFICATIONS:**

**EDUCATION:** Degree in nursing with a BSN preferred.

**EXPERIENCE:** Job related experience desired; work with school age children from PreK-12 grade or in a school district is highly preferred. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.

**REQUIRED TESTING:** None specified

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**CERTIFICATES AND LICENSES:** Current Registered Nurse license for the State of Washington. Current First Aid/CPR Certification or equivalent. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is required to be effective in the position and to maintain certifications, including ongoing training regarding the application of District, state, and federal regulations

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

\_\_\_\_\_  
Name (sign)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date