



JOB DESCRIPTION

JOB TITLE: District School Nurse

Position Type: <b>Certified</b>	Reports to: <b>Director of ECS</b>
Salary Schedule: <b>Exempt</b>	Location: <b>District Office</b>
Term of Employment: <b>10 months</b>	

**GENERAL RESPONSIBILITIES:** To oversee the pre k-12 school health program for CCUSD; working in partnership with staff and admin. In accordance with the district’s vision and mission to promote student achievement.

**MAJOR TASKS:**

- Established and maintains a comprehensive school health program.
- Demonstrates knowledge of school nurse role with the Exceptional Student Services Department.
- Participates in the Medicaid in Public Schools (MIPS) program as defined by district policies.
- Provides training for those who assume this duty in the absence of a nurse.
- Ensures accurate and complete health records, including cumulative health records, including cumulative health records and emergency information for students and staff members, and files required reports.
- Oversees health aides at all sites.
- Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters as appropriate.
- Oversees, assesses and evaluates the health and developmental status of students through health examinations and health screenings (immunizations, vision and hearing testing, etc.)
- Implements procedures regarding communicable disease, infection, and animal bites including the exclusion and readmission of students, tuberculosis and other testing procedures, classroom inspections, communication with parents, administration, and government agencies, as required
- Carries out preventative health service programs per applicable laws, health department recommendations, and school district policies.
- Assists and provides appropriate referrals and assists student and family to obtain and accept further medical, dental or other care. Follows up on referrals, as needed.
- Provides required identification, health evaluation, service coordination (including development of health component of the IEP and/or health care plan) and appropriate care of chronically ill or students with disabilities.
- Provides information to appropriate staff regarding health problems of particular students.
- Implements health office management and inventory control procedures at all sites.
- Orders equipment and supplies according to established procedures.
- Compiles information required for the evaluation of school health programs.
- Assists other school personnel to establish safe and sanitary conditions in the schools.
- Provides quality school nursing/health services by participating in staff training activities.

JOB TITLE: DISTRICT SCHOOL NURSE

- Assists with the compliance for the Arizona State Immunization requirements for all students throughout the school year.
- Assists with annual vision and hearing screenings and referrals as mandated by the Arizona Department of Health Services.
- Assists in the assessment and evaluation of current health and safety needs of students and personnel and the effectiveness of the school health program in meeting those needs.
- Carries out health and safety education activities as directed.
- Carries out first aid and emergency care procedures, as required.
- Oversee medications according to applicable laws and school district policies.
- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the school and district.
- Works cooperatively with all staff members.
- Uses effective motivational techniques.
- Places emphasis on both student achievement and well-being.
- Demonstrates knowledge of School Health Nursing Plan.
- Demonstrates knowledge of communicate diseases and community resources.
- Manages health center procedures.
- Provides health education for staff.
- Contributes to school and district.

**QUALIFICATIONS:**

- Current professional nursing license
- Current CPR/First Aide certification
- AZ Nursing Certification or National Nurse Certification to be acquired within three years of hire
- Minimum of two years recent experience in public nursing medical, pediatric or emergency room setting.

**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 required to have regular and reliable attendance, is regularly required to sit, talk and/or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools and/or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. The noise level in the work environment is usually moderate.