

Openings as of 8/3/2022***School Nurse***

JobID: 3666

Position Type:

Exceptional Student Services

[Email To A Friend](#)[Print Version](#)**Date Posted:**

7/18/2022

Location:

Flagstaff High School

Date Available:

08/08/2022

Closing Date:

Open Until Filled

Job title	Registered Nurse
Reports to	Health Services Coordinator

Summary of Function

The School Nurse oversees the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resources to teachers, staff and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow-up treatment.

Qualifications**Qualifications include:**

- **Baccalaureate Degree in Nursing with two years of clinical experience preferred OR an Associates Degree in Nursing with two year clinical experience preferred and continuing education which meets the performance standards of the position**
- **Arizona Registered Nurse License current and in good standing**
- **Experience working with children and adolescence desired**
- **Cardiopulmonary Resuscitation Certification for Health Care Providers current**
- **First Aid for Health Care Professionals (desirable) or equivalent experience**
- **Must acquire an AZ Dept. of Public Safety Fingerprint Clearance Card.**

Duties and responsibilities

Essential Duties

1. **Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.**
2. **Assesses situations involving student's safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.**
3. **Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.**
4. **Conducts programs and/or activities (e.g. health screening, health education, etc.) for the purpose of ensuring compliance with government mandated requirements.**
5. **Develops health care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.**
6. **Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.**
7. **Implements school health care plans for the purpose of providing appropriate care.**
8. **Maintains contact with parent/guardian for the purpose of alerting them to any changes in student health and/or referring students for further medical/emotional intervention as needed.**
9. **Maintains health care plans, medical emergency cards, records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.**
10. **Monitors reporting procedures for all students and health activities for the purpose of ensuring the processing is completed per policy and/or regulation.**
11. **Organize and administer the school health office for the purpose of ensuring the area functions in an efficient and effective manner.**
12. **Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.**
13. **Refers students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.**
14. **Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintain student's personal safety, a positive learning environment and adhering to code of conduct, district and/or school policies.**
15. **Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.**
16. **Responds to emergency situations for the purpose of addressing immediate safety concerns.**

Other Functions

1. **Administers vaccinations and assists with the registration process of all incoming students for the purpose of ensuring the process is carried out in an efficient and effective manner.**

2. **Assists other personnel for the purpose of supporting them in the completion of their work activities.**
3. **Participates in a variety of meetings, workshops and seminars, including IEP, (e.g. local/state health meetings, programs, 504, child studies) for the purpose of sharing information and/or improving skills/knowledge.**
4. **Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to student, teachers, and other school personnel.**

Working conditions

Indoor office environment.

Physical requirements

Work involves the performance of duties where physical exertion and movement is required to perform the aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting and moving for extended periods of time, moving from one location to another, reaching, bending, holding, and grasping objects. Verbal communication ability required.

Equipment, Aids, Tools and Materials

Uses office equipment which includes but is not limited to: computers, video projectors, white boards, and office or instructional equipment. FUSD recognizes the ever changing development of technology but expects all staff to keep abreast of changing technology opportunities and use tools and devices provided to them. Health equipment and tools normally associated with health positions; exposure to biohazard materials.

Mental Tasks

Communicates verbally and in writing. Reads. Analyze and evaluate data and reports. Develop, implement, and evaluate plans. Manages own office and work environment. Promotes learning and ensures safety. Perform functions from written and oral instruction and from observing and listening to others.

FMLA regulations require all employers to post the [updated FMLA notice](#).

Powered by applicant tracking, a product of Frontline Education.