



# CANNON VALLEY Special Education Cooperative

## Building Nurse POSITION DESCRIPTION

### SECTION I: GENERAL INFORMATION

**Position Title: Building Nurse**

**Immediate Supervisor's Position Title: Executive Director**

**Job Summary:** Under the direction of the Executive Director and guidance of the District Licensed School Nurse, the Building Nurse is responsible for providing appropriate care to students with health needs and referring students to healthcare providers for further care, as necessary. The Building Nurse maintains health records and submits reports according to regulations. This position works with students, parents, and staff to prevent disease and maintain the health and well-being of all.

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	<b>1</b>	<b>Statement of duty/responsibility:</b> Provides nursing and treatment of student and staff responses to actual or potential health problems.
<b>Percent of Time:</b>	60%	

**Tasks involved in fulfilling above duty/responsibility:**

- Administers and records daily prescription medication to students.
- Informs and provides information to students on the use of medications.
- Provides and administers over-the-counter medications to students as necessary and assesses for acute illness.
- Acts as a health care resource for students and staff.
- Monitors blood pressure for staff as requested.
- Administers first aid for minor injuries.
- Provides immediate emergency care for significant injuries and communicates with family.

<b>Duty/Responsibility No:</b>	<b>2</b>	<b>Statement of duty/responsibility:</b> Provides support and care for students with chronic or acute health problems.
<b>Percent of Time:</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assists and cares for students with health problems such as asthma, diabetes, and seizure disorders, as well as with students needing feeding tubes and catheters as necessary.
- As delegated by the District Licensed School Nurse, maintains communication with parents regarding chronic or acute health conditions of students.
- Informs staff about students with special health problems.
- Coordinates with school staff to identify families of children with special needs and provides ongoing support.

<b>Duty/Responsibility No:</b>	<b>3</b>	<b>Statement of duty/responsibility:</b> Maintains and updates student health records.
<b>Percent of Time:</b>	<b>10%</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Compiles and documents visits to the health office, medication administered, and incidence of illness.
- Documents special health problems.

<b>Duty/Responsibility No:</b>	<b>4</b>	<b>Statement of duty/responsibility:</b> Assists with the prevention and control of communicable diseases.
<b>Percent of Time:</b>	<b>5%</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Acts as a resource person for health-related questions.
- Examines students for head lice.

<b>Duty/Responsibility No:</b>	<b>5</b>	<b>Statement of duty/responsibility:</b> Performs duties of an administrative nature required in performance of the job.
<b>Percent of Time:</b>	<b>5%</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Completes accident reports for students injured during the school day.
- Organizes and orders supplies for the health office through the District Licensed School Nurse.
- Respond to questions on health care.
- Attends meetings with teachers and administrators regarding student problems and needs, and offers input as necessary.
- Maintains updated Release of Information forms and confers with School Social Worker as needed.
- Performs daily checks and maintenance of equipment.

<b>Duty/Responsibility No:</b>	<b>6</b>	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	<b>5%</b>	

**Tasks involved in fulfilling above duty/responsibility:**

- Other duties as assigned.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

**EDUCATION/KNOWLEDGE REQUIREMENT:** Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

**REQUIRED EDUCATION/TRAINING**  
(choose one)

**DEGREE INFORMATION:** AA or BS  
Type of degree: (B.S., M.A., etc.)

	<b>Less than high school diploma</b>	<p><b>Major field of study or degree emphasis:</b> Nursing from a two-year or four-year accredited school of nursing.</p> <p><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b></p> <ul style="list-style-type: none"> <li>● Knowledge of district policies, procedures, and guidelines pertaining to areas of responsibility.</li> <li>● Knowledge of data privacy and confidentiality laws.</li> <li>● Knowledge of administrative procedures.</li> <li>● Knowledge of the application and use of computers, business productivity software/applications such as G suite, Email programs, and other office productivity software utilized by the department in the job performance.</li> <li>● Knowledge of nursing procedures, practices, and policies.</li> <li>● Knowledge of disabilities and medical conditions.</li> <li>● Knowledge of medications, side effects, indications and contraindications.</li> <li>● Knowledge of laws, rules, and regulations governing students with disabilities in Minnesota Public Schools and local rules and regulations governing services to students with disabilities.</li> <li>● Knowledge of first aid and certification in CPR.</li> <li>● Knowledge of resources available to patients with health care issues.</li> <li>● Knowledge of communicable diseases and prevention.</li> <li>● The skill and ability to communicate - both orally and in writing.</li> </ul>
	<b>High school diploma or GED</b>	
	<b>1 year of college</b>	
<b>X</b>	<b>2 years of college</b>	
	<b>3 years of college</b>	
	<b>4 years of college</b>	
	<b>1st year graduate level</b>	
	<b>2nd year graduate level</b>	
	<b>Doctorate level</b>	

**Required Work Experience in Addition to Formal Education/Training:**  
At least one year of prior work-related experience is required to gain entry into this job.

**Required Supervisory Experience:** Licensed Practical Nurse (LPN) license is required, Registered Nurse (RN) License in the State of MN is preferred.

<b>LICENSE/ CERTIFICATION</b>	<p><b>Identify licenses/certification required upon hiring:</b></p> <ul style="list-style-type: none"> <li>● Licensed Practical Nurse (LPN) license is required, Registered Nurse (RN) License in the State of MN is preferred.</li> </ul>
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>● Oral and written communication skills.</li> <li>● Establishing and maintaining effective working relationships with employees, supervisors, and school staff.</li> <li>● Initiating appropriate responses (orally or in writing) to issues that are sensitive and potentially controversial.</li> <li>● Providing skilled nursing care and treatments.</li> <li>● Creating, maintaining, and using databases, reports, spreadsheets, documents, correspondence, and email.</li> <li>● Maintaining confidentiality.</li> <li>● Working independently with minimal supervision.</li> <li>● Planning, prioritizing, and organizing tasks and functions with minimal supervision.</li> <li>● Maintaining, updating, and documenting health records and immunization files and records.</li> <li>● Reading and accurately interpreting written materials of a technical nature.</li> <li>● Ability to accurately write reports of a technical nature and paraphrase the same to parents or other staff members in an understandable manner.</li> </ul>

- Serving as a resource to staff concerning health issues and concerns.
- Administering CPR and first aid.
- Conducting health screenings provided by the district.

**INDIRECT SUPERVISION:**

**Number of Employees indirectly supervised:**

**Total: 0**

**HAZARDOUS WORKING CONDITIONS:**

The essential duties of the work are performed under various physical hazards or environmental conditions noted.

Exposure to disagreeable odors, communicable diseases, body fluids, and biohazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures, and safety training provided or required of incumbents.

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Employee is required to:	Never	1-33% Occasionally	34 - 66% Frequently	66 - 100% Continuously
Stand			X	
Walk		X		
Sit			X	
Use hands dexterously			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Lift & Carry-up to 10 pounds			X	
Lift & Carry-up to 25 pounds		X		
Lift & Carry-up to 50 pounds		X		
Lift & Carry-up to 75 pounds		X		
Lift & Carry-up to 100 pounds	X			
Lift & Carry > 100 pounds	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.