



# CANNON VALLEY Special Education Cooperative

District Licensed School Nurse  
**POSITION DESCRIPTION**

## SECTION I: GENERAL INFORMATION

**Position Title: District Licensed School Nurse**

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

**Job Summary:** Under the direction of the Executive Director, the District Licensed School Nurse provides guidance and direction for the Cooperative health program, assesses and evaluates the health status of students, provides counseling to students and their families regarding health issues, and provides specific recommendations for students with special health needs.

## SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	<b>1</b>	<b>Statement of duty/responsibility:</b> Develops, oversees, and evaluates the Cooperative health program.
<b>Percent of Time:</b>	30%	

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

- Assists the Executive Director in developing, implementing, and evaluating an efficient system to identify and provide for the health needs of all students, including a Cooperative-wide system of first aid and emergency care.
- Works with Cooperative administration to implement and maintain a system documenting student health needs.
- Develops and implements a school health management protocol for students with special health care needs, including the administration of medications and other medically directed treatments.
- Promotes and assists in communicable disease control through immunization programs, early detection, monitoring, and reporting.
- Provides clinical direction to Building Nurse(s). Works with newly hired Building Nurses to acquaint them with Cooperative policies and procedures.
- Completes District health reports for submission to local, county, and state officials as required.
- Orders and keeps an inventory of necessary health supplies and equipment.
- Implements changes in health laws, rules, prescribed procedures, and processes
- Oversees Naloxone program by coordinating staff training, collecting certificates, and ensuring supply of Naloxone is not expired and readily available.
- Supports staff after workplace injuries, providing nurse triage reporting hotline number, and providing basic first aid care.
- Promotes the health and well-being of students, families, and school personnel through teaching, wellness-orientated activities, and individual/group counseling, as appropriate.
- Plans, develops, and coordinates the Cooperative wellness program.

<b>Duty/Responsibility No:</b>	<b>2</b>	<b>Statement of duty/responsibility:</b> Assesses and evaluates the health status of students.
<b>Percent of Time:</b>	25%	

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

- Develops, implements, oversees, and evaluates a screening and evaluation system for assessing the health needs of students.
- Communicates clearly and effectively to parents and school staff the results of health evaluations, including the need for referral of students with specific health concerns, as appropriate.
- Keeps current with new guidelines and plans and implements changes as required.
- Advises parents and students about communicable diseases with control and prevention support.
- Documents immunization updates and notifies parents of immunization needs in accordance with state health regulations.

<b>Duty/Responsibility No:</b>	<b>3</b>	<b>Statement of duty/responsibility:</b> Provides specific recommendations for students with specific health care needs.
<b>Percent of Time:</b>	25%	

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

- Recommends and assists in developing and implementing school programs to meet the needs of students with specific health needs to include, but not limited to: Individual Health Plans, Emergency Care Plans, and Individual Education Program (IEP) plans.
- Keeps teachers and other appropriate school staff informed and current regarding students' special health concerns. Explains Individual Health Plans and emergency care protocols to help ensure a clear understanding of the medical needs of students and under what circumstances emergency actions are to be taken.
- Works with third party MA billing specialist. Implements all steps in the process and provides training and assessment of Educational Assistants that implement MA billable services.
- Counsels students regarding health-related issues, including but not limited to: pregnancy prevention, sexually transmitted diseases (STDs), substance use/abuse and mental health concerns.
- Provides crisis intervention for acute illness, injury, and emotional crisis.
- Consults and collaborates with medical, public health, and other community providers, as appropriate.
- Maintains communication with parents regarding chronic or acute health conditions of their student(s).

<b>Duty/Responsibility No:</b>	<b>4</b>	<b>Statement of duty/responsibility:</b> Conducts screening of students for health problems.
<b>Percent of Time:</b>	10%	

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

- Screens students for vision and hearing.
- Documents vision and hearing screening.
- Follows up and makes referrals as necessary.
- Conducts screening for special education evaluations and reevaluations.

<b>Duty/Responsibility No:</b>	<b>5</b>	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as apparent or assigned.
<b>Percent of Time:</b>	10%	

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

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on Cooperative committees, task forces, professional learning communities, and work groups, as requested.
- Keeps abreast of changing developments, trends, health laws, rules, and prescribed procedures and processes

to help ensure Cooperative compliance.

- Provides training for First Aid, EPI Pen, and Narcan plan, and coordinates CPR training and other emerging trainings.
- Monitors and coordinates the maintenance and use of audiometers, AEDs, and other relevant equipment.
- Completes State Annual Immunization Report and submits information to the Minnesota Department of Health.
- Other applicable 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:

<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Bachelor's Type of degree: (B.S., M.A., etc.)
	<b>Less than high school diploma</b>	<b>Major field of study or degree emphasis:</b> Nursing  <b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Working knowledge of the principals, practices and ethical standards of School Nursing; relevant state and federal laws, rules and regulations; and applicable district policies and procedures.</li> <li>• Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student health concerns and problems.</li> <li>• Ability to successfully consult with school personnel in developing and implementing an effective school health program.</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>2 years of college</b>	
	<b>3 years of college</b>	
<b>X</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:** 3 years as a Related Services Provider and/or Nursing experience. 3-5 years of leadership or management experience in a public health nursing position.

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certifications required upon hiring:</b> Licensed as a Licensed School Nurse by the Professional Educators Licensing & Standards.
<b>ESSENTIAL SKILLS</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Working knowledge of the principals, practices and ethical standards of School Nursing; relevant state and federal laws, rules and regulations; and applicable</li> </ul>

**REQUIRED TO PERFORM THE WORK**

- district policies and procedures.
- Ability to deal effectively and appropriately with students, parents, and other educational professionals regarding student health concerns and problems.
  - Ability to successfully consult with school personnel in developing and implementing an effective school health program.
  - The skill and ability to communicate, both orally and in writing.

**INDIRECT SUPERVISION:**

**Number of Employees indirectly supervised:**

**Total: 1-2**

**HAZARDOUS WORKING CONDITIONS:**

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

Duties are generally performed in a typical classroom/school setting with minimal environmental hazards and risks.  
Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

**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		

<b>Lift &amp; Carry-up to 100 pounds</b>	<b>X</b>			
<b>Lift &amp; Carry &gt; 100 pounds</b>	<b>X</b>			

**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.