

# NEW SUMMIT CHARTER ACADEMY



**Job Title:** School Nurse

**Reports to:** Principal

**Salaried or Hourly:** Salaried

**FSLA Status:** Exempt

**Annual Days:** Varies

**Salary Range:** \$38,000.00-\$43,000.00

**SUMMARY:** Provides comprehensive health services to students, staff, and faculty.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of duties, responsibilities, frequency, and percentages are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Creates and maintains up to date health care plans.
- Oversees and ensures immunization compliance.
- Oversees creation and maintenance of individual student health files..
- Assists with coordination and participates in hearing and vision screenings as mandated by the Colorado Department of Education.
- Compiles and maintains student health concerns list and distributes information to staff on a need to know basis.
- Skillfully handles the emergency care of acutely ill or injured individuals.
- Handles outbreak and controls spread of communicable diseases in the school environment.
- Assists in the development and annual review of Section 504 plans for students.
- Provides training to staff related to health issues.
- Provides training on medication administration/nursing tasks for student safety (Health Assistants, Secretaries, Teachers, Para-Professionals).
- Pursues continuous professional growth and self-renewal in education.
- Follows school personnel policies and procedures.
- Maintains and submits accurate and complete records as determined by administration and nursing team.
- Assumes responsibility for assigned duties and attending required meetings at designated times.
- Demonstrates willingness to make contributions beyond the scope of job when appropriate or necessary.
- Participates in health education in the classroom setting.
- Establishes and maintains cooperative relationships with students, parents, and community.
- Communicates effectively with students, parents, and staff about student health concerns.
- Communications and actions are open and collaborative with administrators, staff and colleagues.
- Works collaboratively with the health assistant to provide health services to students.
- Reviews medication administration with the health assistant and sees that medications are distributed appropriately.
- Ensures health assistant is competent in health room tasks.
- Communicates openly, as needed, with administration regarding health assistant performance.
- Coordinates student IEP services, health assessments and accommodations with regular education.

- Participates in IEP meetings of students with academically-significant health concerns. Provides clear, positive, and accurate information to parents and team members.
- Provides accurate and applicable information regarding student health status for those referred to RTI process.
- Ensures submission of Medicaid billing for billable student health services.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND TRAINING:**

- Bachelors degree plus additional coursework required for certification or licensure.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

- Possess a valid Colorado Registered Nurse license or authorization or be actively in the process of securing same.

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. There are no specific vision abilities required by this job.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.