

JOB DESCRIPTION
Nogales Unified School District #1

NURSE

Purpose Statement:

The job of NURSE is done for the purpose/s of overseeing 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 resource to teachers, staff, and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

This job reports to LEAD NURSE

Essential Functions

- Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' 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.
- 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.
- Conducts programs and/or activities (e.g. health screening, health education, etc.) for the purpose of ensuring compliance with government mandated requirements.
- Develops health care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Implements school health care plans for the purpose of providing appropriate care.
- 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.
- 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.
- 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.
- Refers students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

Other Functions

- Participates in a variety of meetings, workshops and seminars, including IEP, for the purpose of sharing information and/or improving skills/knowledge.
- Performs home visits and/or hospital visits for the purpose of verifying student status.

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- 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 students, teachers, and other school personnel.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, administering first aid
analytical skills, applying assessment instruments
handling hazardous materials, preparing and maintaining accurate records, record keeping, verbal and written communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (english/spanish) helpful, health standards and hazards, pertinent codes, policies, regulations and/or laws.
safety practices and procedures, stages of child development, working knowledge of school system

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with students, creating and maintaining climate of respect,
maintaining confidentiality, setting priorities, utilizing current technology, working as part of a team, working with detailed information/data, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some hazardous conditions.

Experience Job related experience is desired.

Education Bachelors degree in job related area.

Required Testing

None specified

Continuing Educ. / Training

Maintain Arizona Nursing License

Certificates & Licenses

RN, Arizona Nursing License, First Aide/CPR

Clearances

Clean Motor Vehicle Record, Criminal Justice
Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Job description available upon request

Salary Grade

Nurse RN