

Lexington Public Schools

SCHOOL NURSE

It is the policy of Lexington Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

A. Job Title: School Nurse

B. Department: Nursing

C. FLSA Status: Non-Exempt

D. Essential Requirements:

1. Valid license, which is currently active and in good standing, to practice in the State of Nebraska. The school nurse may be an RN or LPN.
An RN may practice independently within the regulated scope of practice. A LPN may not practice independently, and there must be a relationship in place to provide supervision of the LPN by a RN, APRN, or MD.
2. Associate degree, three-year professional Diploma level, bachelor's degree, or higher.
3. Must have current CPR certification.
4. Must possess a valid Nebraska Driver's License and provide own vehicle for transportation between schools
5. Bilingual English and Spanish preferred, but not required

E. Reports To: Head Nurse

F. May Receive Guidance From: Superintendent, Building Principals

G. Essential Job Functions:

1. Provide nursing care to students and staff on a daily basis, during the school day.
2. Provide direct care, supporting inclusion of students with special needs, developing and carrying out the individualized health care plan, serving as a health expert on the multidisciplinary/IEP team, and providing case management where needed.
3. Conduct health screening of students, send referrals when needed, and provide assistance to families to obtain appropriate health services.
4. Provide student immunization monitoring.
5. Promote utilization of primary care and other community resources to promote health of children and families, and school staff.
6. Help assess and promote a healthy school environment for students and staff. Monitor & help control the spread of communicable diseases.
7. Provide health education and health promotion activities.
8. Provide leadership and assist with health policies and program development.
9. Assist with evaluation of the health program periodically, identifying new priorities and needs.
10. Maintain a system for responding to crisis situations.
11. Serve as a liaison between school personnel, families, health care professionals, and the community, linking school health to healthy communities.

H. Working Conditions:

1. Mainly inside buildings, but occasional call to areas outside the buildings
2. Travel in all weather conditions, between school buildings

I. Job Tasks:

1. Administer first aid in accordance with established first aid procedures.
2. Observe students to detect health needs and assist/teach school staff in making similar appropriate observations and assessments. Refer to appropriate health personnel and facilities, when necessary. Make home visits when necessary.
3. Report to parents, school staff, physicians and appropriate agencies on school health concerns.
4. Maintain current cumulative health records on all students.
5. Perform health appraisals on all students, which could include: height, weight, and oral exam, vision screening, audiometric screening, blood pressure and health history.
6. Make appropriate referrals when there are deviations from the norm. Follow-ups are done as indicated.
7. Prepare and submit reports to the administrator in each school upon completion of health screening. Notify staff, of students with school health concerns.
8. Assist in identification of students with special needs. Provide nursing care measures/procedures as required by these students.
9. Serve as a resource person in the classroom when requested.
10. Monitor each student's immunization status and refer for additional immunizations when appropriate. Assist with reporting the immunization status of students, to the Nebraska Department of Health, annually.
11. Advise teachers and provide in-services on health topics, while promoting a healthy environment.
12. Provide career education for students when requested.
13. Participate with administration in writing appropriate health policies for protection of students and staff from infectious and contagious diseases.
14. Assist schools in the establishment of a medication policy, advise school staff on potential side effects of medication and teach staff regarding safe administration of medication. Monitor all medication administered at the schools.
15. Monitor and instruct staff on the emergency protocols of asthma & anaphylaxis.
16. Assist the athletic director, trainer and physicians with the athletic physicals. Select the staff and community personnel to assist. to assist.
17. Teach growth and development to 4th grade girls. Act as a resource person to guidance counselor or teacher, to teach growth and development to 5th grade boys.
18. Teach dental health in the 1st grade classrooms.
19. Keep track of new employees/coaches at high risk for Hepatitis B and arrange with the head nurse to get them vaccinated at a local clinic.
20. Participate in continuing education, in services, and workshops that are appropriate to school nursing and necessary to maintain licensure.
21. Serve on school and community committees when requested.
22. Other duties as assigned.

J. Knowledge:

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. Administration and Management — Knowledge of coordination of people and resources.
3. Medical — Knowledge of normal development for age 0-21 years of age. Knowledge of pediatric, chronic health issues (including, but not limited to: asthma, diabetes, severe allergy, seizure). Possess strong physical assessment skills.

K. Skills:

1. Service Orientation — Actively looking for ways to help students, staff, and families. Maintaining good working relationships with all health care professionals.
2. Mathematics — Using mathematics to monitor medication dosages for all ages.
3. Coordination — Adjusting actions in relation to others' actions. Serves as a liaison between students, school personnel, families, health care professionals, and the community.

L. Abilities:

1. Wrist-Finger Speed — The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
2. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
3. Hearing, Visual, Oral, Written Expression — The ability to communicate information and ideas, in speaking and writing, so others will understand. Able to hear normal conversation, and visualize medical injuries or conditions, with or without the assistance of devices.
4. Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

M. Work Activities:

1. Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
2. Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

3. Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.
4. Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve medical problems, responding effectively to a medical crisis.
5. Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Ambulating, without aid of devices, to respond to emergency situations and providing care to students and staff in all areas of all school buildings.
6. Monitoring and Controlling Resources — Monitoring and controlling resources in a cost effective way.
7. Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.
8. Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.
9. Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (including computers and vehicles).
10. Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. Knowledge of Microsoft Word and ability to learn computer programs used school-wide.

N. Required Employee Characteristics:

1. Support — Employee must be able to work independently, as conditions require, but will give, and receive, supportive management.
2. Technical Relationships — Employee will work in a school-health, care-centered, multidisciplinary environment. They will provide service to others and work with co-workers in a friendly non-competitive environment.

O. At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

P. Essential Functions: The essential functions of the School Nurse position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements School Nurse	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
Stamina					
1. Sitting			X		
2. Walking				X	
3. Standing				X	
4. Sprinting/Running		X			
Flexibility					
5. Bending or twisting at the neck more than the average person				X	
6. Bending or twisting at the trunk more than the average person				X	
7. Squatting/Stooping/Kneeling				X	
8. Reaching above the head			X		
9. Reaching forward				X	
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength				X	
13. Driving on the job				X	
14. Typing non-stop				X	
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist				X	
Waist to shoulder			X		
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder	X				
Shoulder to overhead	X				

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21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?				X	
Pushing/Pulling					
23. 25 to 50 pounds		X			
24. 51 to 75 pounds		X			
25. 76 to 90 pounds		X			
26. Over 90 pounds		X			
Carrying					
27. 10 to 25 pounds				X	
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

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