

**POSITION DESCRIPTION**  
**NORTHFIELD PUBLIC SCHOOLS**

September 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Building Nurse	<b>Department:</b> Health Services – Director of Student Services
<b>Immediate Supervisor’s Position Title:</b> Principal/ Licensed School Nurse	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> C-4-4	<b>Bargaining Unit:</b> Building Nurses
<p><b>Job Summary:</b> Under the direction Principal and guidance of the Licensed School Nurse, the Building Nurse is responsible for providing appropriate care to students with health needs, and referring students to health care providers for further care, as necessary. The Building Nurse maintains health records and submits reports according to Minnesota Department of Health regulations. This position works with students, parents, and staff to prevent disease and maintain the health and well being of all.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides a nursing diagnosis and treatment of student and staff’s responses to actual or potential health problems.
<b>Percent of Time:</b>	45%	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>• Administers and records daily prescription medication to students.</li> <li>• Informs and provides inform to students on the use of medications.</li> <li>• Provides and administers over the counter medications to students and staff as necessary, and assesses for acute illness.</li> <li>• Acts as health care resource for students and staff.</li> <li>• Administers flu vaccinations to staff as requested.</li> <li>• Monitors blood pressure for staff as requested.</li> <li>• Administers first aid for minor injuries.</li> <li>• Provides immediate emergency care for major injuries.</li> <li>• Provides immediate transportation for major injuries and communicates with families and physicians.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<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, seizure disorders, feeding tubes and catheters as necessary.
- Maintains communication with parents regarding chronic or acute health conditions of students.
- Informs staff of students with special health problems.
- Informs staff of students who require preferential seating due to hearing or vision problems.
- Coordinates with Social Services to identify families of children with special needs and provides ongoing support.

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Maintains and updates student health records.
<b>Percent of Time:</b>	15%	

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

- Documents vision and hearing screening results.
- Documents results of scoliosis screenings.
- Documents immunization updates and notifies parents of immunization needs in accordance with state health regulations.
- Compiles and documents visits to health office, medication administered and incidence of illness.
- Documents special health problems.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Refers students to appropriate staff when necessary with health or attendance problems.
<b>Percent of Time:</b>	5%	

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

- Refers students to Counselors or Assistant Principal for further evaluation.
- Monitors and reports health or attendance problems to Counselors or Assistant Principal.

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

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

- Acts as resource person for health related questions.
- Examines students for head lice.
- Advises parents and students about infestation and prevention.

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Conducts screening of students for health problems.
<b>Percent of Time:</b>	5%	

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

- Screens students for hearing, vision and scoliosis.
- Follows up and makes referrals as necessary.
- Conducts screening for all new students enrolled during the school year.

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Performs duties of an administrative nature required in performance of the job.
<b>Percent of Time:</b>	10%	

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

- Checks attendance daily and contacts parents of students whose absence has not been reported to school.
- Completes accident reports for students injured during the school day or during athletic activities.
- Distributes emergency cards to students, checks for completion and health needs.
- Organizes and orders supplies for health office through District Nurse.
- Arranges for physical education excuses for students at request of physician or parent.
- Responds to questions on health care and advises on the need to contact family health care provider.
- Completes State Annual Immunization Report and submits to the Minnesota Department of Health.
- Attends meetings with teachers and administrators regarding student problems and needs, offers medical expertise and opinions as necessary.
- Maintains a Section 504 Plan case load for students with special needs as required by the American Disabilities Act and submits records to District 504 Coordinator.
- Maintains updated Release of Information forms and confers with Social Services and health care providers as needed.
- Performs daily checks and maintenance of hearing impaired equipment.

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		

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

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
less than high school diploma		AA or BS	
<b>High school diploma or GED.</b>		<b>Major field of study or degree emphasis:</b>	
1 year college	x	2 years college	
3 years college		4 years college	
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
2nd year graduate level		<ul style="list-style-type: none"> <li>• Knowledge of district and department policies, procedures, 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 Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job.</li> <li>• Knowledge of nursing procedures, practices and policies.</li> <li>• Knowledge of disabilities and medical conditions.</li> </ul>	

<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>• Knowledge of medications, side affects, 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 CPR.</li> <li>• Knowledge of resources available to patients with health care issues.</li> <li>• Knowledge of health care screening procedures.</li> <li>• Knowledge of communicable diseases and prevention.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
 At least one years of prior work related experience is required to gain entry into the job.

**Required Supervisory Experience:**

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Registered Nurse License in the State of MN.
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<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, department heads, and officials.</li> <li>• Initiating appropriate responses (orally or in writing) to issues that are sensitive and potentially controversial.</li> <li>• Skilled in providing skilled nursing care and treatments.</li> <li>• Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail.</li> <li>• Maintaining confidentiality.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Planning, prioritizing, and organizing tasks and functions with a minimum of supervision.</li> <li>• Health care assessment and decision making based on medical knowledge.</li> <li>• Skilled in maintaining, updating and documenting health records and immunization files and records.</li> <li>• Ability to read, and accurately interpret 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> <li>• Serving as a resource to staff concerning health issues and concerns.</li> <li>• Administering CPR and first aid.</li> <li>• Conducting health screenings provided by the district.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Health paraprofessionals	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Exposures 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.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			x	
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>			x	
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>		x		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**