



Mancos School District
Staff Job Description

Title: District Nurse PK-12	FLSA Status: Exempt
Reports To: Superintendent	Pay Range: refer to salary schedule
Prepared/Revised Date: June 2023	Work Year: 9 months

SUMMARY:

Provide health services to promote the optimal level of wellness for all students to advance well-being, academic success and lifelong achievement of students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned," equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Develops and maintains a health record for all children, whilst ensuring the accuracy, completeness, confidentiality, and security of all student health information according to FERPA.	D	20%
2. Advocate for students with parents, teachers, school administrators, and other governmental agencies on health issues.	D	10%
3. Assume responsibility for conducting mandatory vision and hearing screenings.	Q	10%
4. Provides support in developing the school health program.	W	5%
5. Administer emergency first aid and CPR to students and staff in accordance with established protocols.	As needed	5%
6. Assist in the training, delegation, and supervision of unlicensed assistive personnel.	Q	5%
7. Participate as a member of the special education team. Provide the health component for 504 accommodation plans and develop and implement health care plans as appropriate.	M	10%
8. Assist in the development and enforcement of the policy to provide a safe school.	A	10%
9. Implement administrative policy and state law on exclusion and readmission of students in connection with contagious diseases and required immunizations.	W	5%
10. Establish and demonstrate positive human relations with students, parents, other staff members, and the community.	D	5%
11. Serve as a liaison to parents, school personnel, physicians, and other agencies on student health matters in accordance with administrative policy.	D	5%
12. Complete reports required by the State Department of Public Health and CDE.	M	5%
13. Maintain an ongoing professional growth program that meets District expectations and personal and professional goals.	Q	4%



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14. Arrange staff training for CDE school requirements such as, but not limited to, CPR, standard precautions, staff vaccination clinics on campus.	A	
14. Perform other duties as assigned.	D	1%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- B.S. in nursing or a current, unrestricted RN license OR
- College degree in another field with three years of school nursing experience and a current unrestricted RN license

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Ability to follow the steps of the Nursing Process (assessment, diagnosis, outcome identification, planning implementation, and evaluation) in order to promote and protect the optimal health status of students
- Ability to develop and maintain health records on students
- Demonstrate an understanding of all state and local laws pertaining to health and social issues and adheres to legal and ethical standards regarding scope of school nursing practice
- Display an awareness of community health and social service resources, and an ability to communicate appropriately and effectively with students, parents, staff, administrators and professional agencies in both written and oral form
- Ability to exercise good judgment, and manage time well while participating cooperatively in providing school health services to students in a culturally sensitive manner
- Ability to utilize the computer in health-related searches, email communication, data collection, and formation of reports
- Ability to evaluate medical records, organize data, and problem solve
- Maintain confidentiality of student information and records in compliance with confidentiality laws including Family Educational Rights and Privacy Act (FERPA)
-

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:

- RN license

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment
- Operating knowledge of and appropriate medical equipment
- Microsoft and or Google applications
- Student Information Systems

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:

- Reports to: Superintendent
- Direct Reports: Mentoring high school students, college and nursing students
Responsible for supervising the behavior and well-being of students in the nurse's office, and to and from classes.



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BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	Participate	Recommend	Not Applicable
Develop a Budget		x		
Administer a Budget		x		
Monitor a Budget		x		
Coordinate a Budget		x		
Initiate a Requisition	x			

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit				x
Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell			x	

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x



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Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy			x	
Coordinate				x
Instruct				x
Compute		x		
Synthesize		x		
Evaluate				x
Use Interpersonal Skills				x
Compile		x		
Negotiate			x	

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals, fumes	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			



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Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL	Level of noise typical in the work environment for this job
Very quiet	
Quiet	
Moderate	x
Loud	
Very loud	

OTHER INFORMATION:

n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.