



Office of Talent

TITLE: School Nurse PK-12, Special Education

DEPARTMENT: Office of Schools and Learning

REPORTS TO: Principals

RECEIVES GUIDANCE FROM: Director of Schools and Learning and Senior Leadership Team

BASIC FUNCTION (BF1): Assess student health problems and needs, develop and implement care/health plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled students. May advise patients on health maintenance and disease prevention or provide case management as needed and appropriate.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "*Regardless of who you are or what your story is, you can learn and be loved here.*"
2. Exhibits essential dispositions and ownership of the district vision of "*Creating compassionate competent problem solvers.*"
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-15):

Demonstrated Experience or Willingness to Acquire Skills

1. Assess student health needs
2. Administer nursing care to students who are ill, disabled, or convalescent as need requires
3. Develop, collaborate, and implement student health plans
4. Advise students and families on health related issues and concerns as needed and appropriate
5. Maintain accurate, detailed reports and records
6. Administer medications to patients and monitor for reactions or side effect
7. Record patients' medical information and vital signs
8. Monitor, record, and report symptoms or changes in patients' conditions

9. Consult and coordinate with educational team members to assess, plan, implement, or evaluate patient care plans
10. Modify patient treatment plans as indicated by patients' responses and conditions
11. Collaborate with IEP and general education teams to develop appropriate health plans as needed and appropriate
12. Direct or supervise other healthcare personnel as needed and appropriate
13. Provide direct response to student health needs as requested by staff and senior leadership
14. Instruct individuals, families, or other groups on topics such as health education, disease prevention, and develop health improvement programs
15. Represent Charles City Community Schools effectively in the community, state and nation

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, reaching, pushing/pulling, lifting under 70 pounds, and carrying items at least 35 feet. There will be frequent climbing of stairs and manual dexterity tasks. There will be occasional sitting and vehicle driving. The working conditions will be constantly inside/outside with extremes of temperature and humidity.

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-2):

Required:

1. Valid Iowa Board of Educational Examiners PK-12 School Nurse License
2. Knowledge of subject, curriculum, and effective health care methods

Desired:

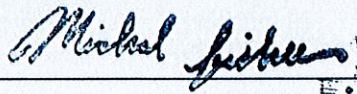
1. RN, BSN, MSN, or ARNP
2. Experience working in a culturally diverse setting

POSITION INVENTORY: Certified

FLSA STATUS: Exempt

FT/PT: FT

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 03-09-2021

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein