



Rockford Area Schools Job Description

School Nurse

General Definition of Work

Performs intermediate skilled human support work supervising, coordinating and providing health care and first aid to students; educating staff, student and parents on health issues, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal. Continuous oversight is exercised over Elementary School Nurse and Middle School Nurse.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Supervises, monitors and provides care and first aid to ill and/or injured students in a school campus setting.

Collaborates with parents, members of the medical community, school based resources, special education services and outside resources to provide health related services and well-being for students.

Administers medication and medical treatments to students per medical doctor orders and parental authorization.

Provides training for staff and students on health related topics and OSHA requirements.

Maintains student school health records and files.

Reviews health service delivery for quality assurance.

Reports required student health information to the Minnesota Department of Health regarding contagious illnesses, immunization information and trends.

Provides consultation and assistance in the maintenance of health related policies for Rockford Area Schools.

Knowledge, Skills and Abilities

Thorough knowledge of District Policy and Procedures Manual and Updates; thorough knowledge of Emergency Procedures and Updates; thorough knowledge of common medical practices, procedures and techniques associated with a standard physical examination; thorough knowledge of the preliminary diagnosis of medical problems and the administration of medications related to treatment and first aid; thorough knowledge of health education principles, practices and procedures; ability to administer medications and apply therapeutic treatments as required; general knowledge of special education guidelines; thorough knowledge of contagious disease reporting guidelines; general knowledge of immunization grids, guidelines and laws; ability to operate standard medical equipment (oxygen saturation monitor, stethoscope, sphygmomanometer, nebulizer, otoscope); thorough knowledge of standard office equipment, computer hardware and related software; ability to make arithmetic computations using whole numbers, fraction and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, students and parents.

Education and Experience

Bachelor's degree with coursework in health sciences, or related field and minimal experience in public health, emergency or pediatric nursing, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing and sitting and occasionally requires walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing



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and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Basic Life Support Certification

Licensed Registered Nurse, Board of Nursing

Licensed School Nurse, MDE

Annual Blood borne Pathogen Training