

Job Description

Sedgwick County Educational Services Interlocal Cooperative #618

Nurse

Purpose Statement

The job of Nurse is done for the purpose(s) of supporting the instructional program with specific responsibilities for assessing the health needs of special education students; developing emergency care plans and individual health plans, incorporating input from parents and physicians; complying with laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile, and injured students as specified by individual education plans; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to Assistant Director.

Essential Functions

- Administers mandated screenings (e.g. vision, hearing, etc.) for the purpose of referring medical conditions and providing appropriate care for ill, medically fragile, and injured children.
- Administers first aid, medication, and specialized medical procedures (e.g. oral suctioning, catheterization, tracheostomy care, diabetes management, colostomy care, etc.) for the purpose of providing appropriate care for ill, medically fragile, and injured children.
- Assesses situations involving students' safety (e.g. physical abuse, use of illegal substances, etc.) for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Assists classroom teacher with age appropriate health education programs and activities in conjunction with classroom curriculum (e.g. hygiene, nutrition, dental, etc.) for the purpose of supporting lesson plans.
- Collaborates with a variety of stakeholders (e.g. parents, students, health care providers, public agencies, etc.) for the purpose of promoting and securing student health services, providing information, and complying with legal requirements.
- Develops individual student care plans for the purpose of addressing health needs of students, providing direction to site personnel, and implementing directions provided by parents and physicians.
- Implements health care plans for special education students with health concerns for the purpose of meeting the needs of students with chronic health problems and accommodation requirements.
- Maintains confidential files and records of students (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains contact with parents and guardians for the purpose of advising them of changes in student health and/or recommending further medical and emotional intervention.
- Monitors students for illness and injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in a variety of meetings (e.g. workshops, in-services, staff meetings, etc.) for the purpose of gathering, conveying, and sharing information on students health needs, service delivery, and educational programs while improving skills and knowledge.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, health care plans, reports, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Provides training on a variety of health related subjects (e.g. CPR, food allergies, STDs, hygiene, medical procedures, safety measures, etc.) for the purpose of promoting a healthy lifestyle and acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.

- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, sexually transmitted diseases, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials and waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; pertinent policies, codes, regulations, and laws; and the Nurse Practice Act.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry, or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to seventy-five (75) pounds, frequent carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 85% walking, and 10% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: College degree in nursing.

Equivalency:

Required Testing

Certificates and Licenses

Driver's License and Evidence of Insurability
Kansas Board of Nursing License as R.N.

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

FLSA Status
Exempt
Nurse

Approval Date

Salary Grade