

Window Rock Unified School District No.8 Position Description	
Positions Title	Registered School Nurse

Date Revised**Status**

Certified

Salary Level

Certified Salary Schedule

Work Year

186 days

Qualifications**Certificates/Licenses**

- Current Arizona License to practice as a licensed registered nurse including certification by the Arizona Department of Education
- Recent experience in school nursing, public health nursing or hospital nursing is desirable
- Bilingual Navajo-English
- Good communication skills. Ability to interpret and implement the District health program, to work cooperatively with students, parents, faculty and community
- Appropriate Arizona Driver's license and have a current copy on file with personnel
- Current CPR certificate
- BSN (Bachelor of Science in Nursing) Degree. Graduation from state accredited school of nursing
- Other qualifications as the Governing Board may deem appropriate

Job Goal

To assist in providing quality health services to students and staff in accordance with District policy under the direction and supervision of the Director of Special Education.

Essential Duties

- Assists in providing health services to students and staff in accordance with District policy.
- May administer medication and treatment as prescribed by physician and with written parental consent on file.
- On a yearly basis, orients and advises new and continuing staff members of the functions, procedures, responsibilities and liabilities of the District school health program.
- Provides crisis intervention first aid and medical counseling for student illness, injury and emotional disturbances of students and staff, including reporting suspected child neglect and/or abuse.
- Keeps a daily log of health activities. Receives all excused medical doctor's statements from the school receptionist.
- Assists with medical and dental appointments and transportation (if necessary), and conducts home visits as required or needed.
- Reports communicable diseases according to Arizona Health Services regulations.
- Evaluates, assesses and takes appropriate follow-up concerning the health status and problems of all students at the beginning of school year. Utilizes past school records and current emergency health and medical record information. A report deviate findings and refers these to health care providers (physicians, nurse practioners, psychiatrist, physician assistants and certified nurse midwives).
- Notifies appropriate school personnel in writing of medical problems which may affect student performance in the classroom with recommendations for a modification of school programs if appropriate.
- Ensures District compliance with State regulations regarding immunization and reports the District's status for the County and Arizona State Department's annual report.
- Serves on the Multidisciplinary Team for Special Education students and

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- provides written reports to the Special Education personnel as needed.
- Arranges for hearing testing for all students new to the District and Special Education students, screens and evaluates the findings and keeps appropriate records. Compiles this information for the annual reporting to the Arizona State Health Department. Refers failures to audiologist and/or physician.
 - Arranges for vision screening, evaluates the findings and makes parental contact. Compiles this information and follows the same procedure as identified in #12.
 - Serves as a resource person for dental, medical, and health programs. Provides materials and conducts formal classroom and staff presentations upon request.
 - Assists in development of safe and sanitary conditions in school buildings and on school grounds. Notes potential problems or hazards and makes recommendations for improvements.
 - Documents and reports to the building principal all accidents on campus, and after school athletic activities via accident reports.
 - Assists, as needed, with physical examinations for all students.
 - Maintains a clean and orderly Health Center.
 - Supervises the center and student assistants.
 - Responsible for inventory of all supplies, materials and equipment. Orders supplies, materials and equipment as necessary. Maintains a lost and found department for the campus.
 - Attends faculty and staff meetings and in-service programs. Attends professional workshops which are approved by the supervisor.
 - Performs other work related duties as assigned.
 - Follows the mandates of State Law, federal law and school district policy.
 - Provides annual reports for all health activities at the close of each school year, to the Arizona State Health Department.

Physical Effort Physically comfortable, normal office work
Working Environment Normal office conditions

Supervision Given Practical Nurses and Student assistants as assigned
Supervision Received Director of Special Education

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date

Board Approved: