

Lenawee ISD

Role Description

Position Title:	District Nurse (Temporary, Part-time or Full-time)
Area:	Instruction
Reports To:	Assistant Director of Special Education
Supervises:	n/a
Last Revised:	August 2021

SUMMARY:

To assist in maintaining the health and well being of students and staff across the Lenawee Intermediate School District. Emphasis will be placed on medical needs of students who attend the LISD classroom programs.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Assesses and evaluates the health and development status of students
- Interprets results of nursing and medical evaluations to students, parents and staff
- Stimulates the ongoing development of health and safety education curriculum by serving on committees and acting as a resource person
- Knowledgeable and stays current with an awareness of community resources who screen vision and hearing, provide immunizations, provide information about communicable diseases and scoliosis
- Knowledgeable and stays current with the areas of health and safety instruction
- Provides first-aid treatment to students and staff as needed
- Conducts in-service for staff and students in identified areas (first-aid, child abuse, communicable diseases, universal precautions, seizure control etc.)
- Administers medication and maintains proper records related to the administration of medication
- Assists in the development of policy, administrative procedures, and implementation for sound health practices for students and staff
- Coordinates the update and monitoring of LISD district wide implementation of exposure control plans, universal precautions, including Bloodborne pathogens, and hepatitis vaccines
- Develops and trains staff about individual student's medical protocols to be used while in LISD classrooms and on LISD transportation system
- Serves as the intermediary between the school and the home, private physician and health and social agencies, regarding the health status of students and their needs for consideration in future student health planning
- Attends all staff meetings and performs other duties as requested and as outlined in master agreement and/or teacher handbook
- Serves on the district's Reproductive Health and Sex Education Advisory Committee
- Universal Health Precautions:

- Practices universal health precautions as outlined in the LISD Health Information Packet and/or described by the LISD school nurse
 - Stays informed of changes in current universal health precautions as described in the most current LISD Health Information Packet and/or as described by the LISD school nurse
 - Maintains adequate amounts of health equipment in assigned work area so to be able to properly handle bodily fluids based on universal health precautions guidelines and/or input from the LISD school nurse
- Lifting/Body Mechanics:
- Follows LISD recommended body mechanics/lifting in-service schedule
 - Practices proper and safe lifting techniques when moving, transferring, and lifting people and/or objects as described per LISD approved lifting in-service(s) and materials
- Assumes all other responsibilities and performs other duties as assigned by the principal
- Aware of and complies with LISD Policies and Procedures in support of non-discrimination standards
- Competencies, Skills and Abilities:
- Ability to use computer for tasks such as for basic word processing, daily email, electronic calendaring, excel data processing, etc.
 - Ability to balance figures
 - Ability to compile statistics
 - Ability to coordinate itineraries/meetings/events/schedules
 - Ability to research information
 - Ability to prioritize multiple tasks
 - Ability to deal effectively with a changing environment and be open to new ideas
 - Ability to communicate in person, via phone and computer
- Physical Demands:
- Occasional reaching/stooping/bending/kneeling/ crouching
 - Must be able to move intermittently throughout the work day with frequent prolonged standing/walking/ talking
 - Must be able to read and speak the English language
 - Must have visual acuity
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
 - Must be able to cope with the mental and emotional stress of the position.
- Working Conditions:
- Handle high stress and multi-task situations
 - Must have a regular and reliable level of attendance
 - Occasional pressures due to multiple calls and projects

- May be exposed to long and/or irregular hours

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above 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.

EDUCATION and/or EXPERIENCE:

Required:

- Qualifications for school nurse certification

Preferred:

- Certified to teach Reproductive Health Sexual Education standards

REQUIRED CERTIFICATES, LICENSES, and REGISTRATIONS

- Possesses Michigan Registered Nurse license

TERMS OF EMPLOYMENT

Work days, salary, and fringe benefits per LIEA master contract. Exempt.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____

Date: _____