

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Registered Nurse (RN)

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 7 hours per day, 185 days

JOB GOAL: To plan, coordinate, implement, and evaluate the health services program of assigned schools including the areas of nursing services, health and nursing education and environmental health and safety; consult with the District School Nurse and Director of Special Education for direction and supervision involving school or nursing policy; create and maintain an educational atmosphere that encourages effective student learning and support school and district programs and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Complies with the code of ethics of the nursing profession and upholds and implements district policies and administrative regulation in accordance with statutory regulations of the State of Nevada.
2. Cooperates fully in the development and implementation of the district health program.
3. Ensure compliance with special services such as IEP's and other related mandates.
4. Under the guidance of the District Nurse, prepares and implements a written health care plan (IHP) for students receiving direct nursing services.
5. Performs medically ordered health care procedures including, but not limited to: gastrostomy tube feedings; catheterizations, colostomy and ileostomy care, tracheostomy suctioning diabetes care and insulin injections; assist with maneuvering wheelchairs and other health care equipment.
6. Work professionally and collaboratively with administration, staff, parents, and community.
7. Attend and participate as a member of the IEP team during annual IEP Plan meetings.
8. Maintain accurate and timely records in Infinite Campus.
9. Attends to the acute and chronic health care needs of students and staff and refers them to appropriate medical personnel as necessary.
10. Identifies health problems including social, emotional, and economic factors that interfere with student learning through screening procedures, assessment, and evaluation
11. Performs State mandated height, weight, vision, hearing, and scoliosis screening at designated grade levels.
12. Oversees the immunization and communicable disease status of students in the school ensuring that all students meet the requirements of state law.
13. Administers legally prescribed, labeled and dispensed, medications with written medical and parental permission to students following a safe and reliable medication procedure.
14. Conducts hearing and vision screenings for grades K,4,7,and 10 district-wide
15. Conducts scoliosis screen district-wide for designated grades
16. Participate in other job-related duties and activities related to the position as assigned (e.g., Compiles and submits supply orders for the efficient operation of the school medical office, participates of school improvement teams, address COVID-19 questions and coordinates school response to emergencies with the District Nurse).

SPECIFIC RESPONSIBILITIES FOR SPECIAL NEEDS:

1. Provides consultation to the staff employed in special education and to those who work in regular school programs with special education students, including participation, when appropriate, in the evaluation process for students referred for evaluation for special education.
2. Provides consultation to special education personnel concerning specific students and health-related matters.
3. Acts as a liaison for special education students and staff with community health providers.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of Universal Precautions.
2. Knowledge of computers and common use of office equipment.
3. Ability to work with disabled and other students under trying conditions.
4. Ability to handle emergency situations without supervision and make sound health care decisions.
5. Ability to work cooperatively with students, parents, and staff using tact, patience, and diplomacy.
6. Ability to identify and prioritize health-related incidents.
7. Ability to learn laws, rules, and regulations related to health activities.
8. Ability to maintain security of confidential information.
9. Ability to assist in toileting needs.
10. Ability to maintain professional competence through inservice and individual professional activities.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational and nursing setting.
12. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, conforms to safety standards as prescribed.
14. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
15. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Associate's degree, Bachelor's degree or Master's degree from an accredited college or university in Nursing

Licenses and Certifications:

1. Valid Nevada State Board of Nursing License and a valid Nursing Certificate
2. Valid Nevada Department of Education License with School Nurse endorsement, preferred
3. Valid Nevada Driver License
4. Current CPR/First Aid/AED certification, which must be maintained for the duration of the assignment

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: *Wm. Shelby*
Superintendent

 7-29-2020
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____