



Job Title: Registered Nurse

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to assess health needs of ESE students and to provide direct health services and consultations for students to enhance the educational process and potential of the student in the school setting.

ESSENTIAL JOB FUNCTIONS

- Performs medically complex procedures within the scope of licensure, including, but not limited to, urinary catheterizations, intermittent dialysis, tracheal suctioning, postural drainage, and gastrostomy.
- Assists in the taking of prescribed medication by students and maintains required records.
- Monitors students placed on new medication per doctor's orders.
- Assesses student health needs and provides first aid within the scope of licensure.
- Assists in completing health room cards and keeping records on students referred to the clinic.
- Monitors immunizations to ensure they are current.
- Communicates with parents/staff regarding student health problems and refers to Public Health Nurse.
- Assists in the establishment of a cumulative health record on each student, documents identified problems and corrective measures, and updates as needed.
- Assists in the implementation of the annual School Health Services Plan and completion of data for the Annual Report.
- Handles physician's orders for medications and transcribes onto the medication sheet.
- Assists in maintaining health room area and supplies when appropriate.
- Rides school bus with specific medically fragile students when assigned.
- Acts as school liaison to medical providers of students at the school.
- Submits nursing service records for Medicaid Certified School Match Program.
- Communicates effectively with staff and vendors.
- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.

- Assists with health related instruction of students, parents, or staff in conjunction with the Public Health nurse or instructional staff of the school.
- Maintains effective interpersonal relationships and communication with students, parents, school personnel, and community.
- Participates as a member of the student study team and student assistance team to provide information on health issues and to facilitate student referrals for service.
- Assists with an operational plan for the management of emergency health needs, including critical incident plans for disasters.
- Prepares all required reports and maintains all appropriate records.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Nursing.
- Valid Florida License for Registered Nurse.
- Minimum of three (3) years of nursing experience in school/community or pediatric nursing.
- Current CPR and First Aid Certification.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a knowledge of nursing theories and practices and techniques.
- Requires the ability to work one-on-one with a child.
- Requires the ability to display an awareness of laws, regulations, and policies dealing with Exceptional Student Education (ESE) students, pediatric practices, medications, and the policy regulation governing distribution.
- Requires the ability to interpret medical records.
- Requires the ability to use confidential information appropriately.
- Requires the ability to display positive interpersonal skills.
- Requires the ability to work from a general outline of duties and responsibilities.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: crouching, feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: