

## **Vail School District Job Description**

**Job Title:** School Nurse  
**Department:** District  
**Reports To:** District Nurse/Site Principal  
**FLSA Status:** Non-Exempt  
**Level:** 14

**SUMMARY:** Oversees the provisions of health services and the maintenance of health records at all schools in the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develops procedures and operational guidelines for school health offices.

Provides training to health aides.

May assist site principals with supervision of health aides.

Substitute for absent Health Aides.

Prepare articles for district/school newsletters.

Assist site Health Aides in solving problems. Provide direction on where to obtain further assistance.

Provide input to district special projects (emergency plans, Vail Pride Day, etc).

Plans and administers programs for testing the hearing and vision of all students.

May advise on the development of health education.

Recommends adjustments of the educational program to meet the health needs of individual students.

May advise on the establishment of all policies relating to the health of school children.

Ensures that cumulative health records on each student are complete and current.

Reviews accident reports and other documents related to health questions.

Administers emergency first aid when appropriate.

Consults with parents on student health problems as they relate to school and other activities.

Assists the District Nurse in informing the community on the nature and progress of the District's health program.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise (or provide input into the evaluation of) the health aides.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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**

Experience as a registered nurse in a hospital setting or in a healthcare facility. **Desired:** Previous experience as a school nurse.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS** Registered Nurse with a current Arizona Nursing license.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.