

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>District Lead Nurse</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Elementary Curriculum Director
<b>EDUCATION:</b>	Bachelor's Degree in Nursing - Preferred Current Oregon Registered Nursing License	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	200 days	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	<p>The lead nurse is responsible for oversight of school health care service delivery that is consistent throughout the school system and for nursing skills and health knowledge in the school environment to promote maximum health and facilitate the learning, social adjustment, and the emotional and physical well-being of the child.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

### MINIMUM QUALIFICATIONS

- Bachelor's degree in nursing preferred
- Current Oregon Registered Nursing license
- Minimum two years clinical experience in medical/surgical, emergency, pediatric or clinic nursing
- Current CPR/First Aid certification and CPR/First Aid instructor capability within one year of hire
- Dependable transportation, current driver's license, good driving record and current minimum automobile insurance as required by the state of Oregon.
- Ability to demonstrate school district health program philosophy and follow established policy
- Knowledge of social agency and medical agency community resources
- Knowledge of common childhood/adult disease and familiarity with excludable situations
- Knowledge of childhood growth, development, and behavior
- Knowledge of drug, alcohol and HIV/AIDS education
- Ability to practice autonomously and to work well with others
- Provide evidence of continuing education activities, frequency and content to be determined as not less than ten (10) contact hours per year
- Strong verbal and written communication skills commensurate with college/university education
- Professional competence in using computers and a variety of software programs

### ESSENTIAL JOB RESPONSIBILITIES

1. Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
2. Review and update all standard forms for the school health program.
3. Coordinate on-the-job training for new school nurses.
4. Develop timelines for health screenings.
5. Serve as a health consultant to the school system administration.
6. Manage monthly school nurse meetings.
7. Relay important information to school nurses or administration. Provide updates on school health issues. Communicate with the school system administration regarding school health program and practice issues, needs of nurses within the system, state-mandated compliance issues, requirements, etc.

8. Collect information from other school nurses as required for county reports and submit.
9. Determine methods for documentation.
10. Establish process by which to identify student health needs.
11. Participate in evaluation of program through collection and review of data.
12. Serve on committees with local medical and health agencies related to health issues as system representative or send delegate.
13. Serve as a leader in the school system for communicable disease control.
14. Coordinate in-service training for school nurses as approved by the Elementary Curriculum Director.
15. Report to Elementary Curriculum Director as supervisor.
16. Practice responsible nursing within "Nurse Practice Act" guidelines.
17. Coordinate health screening as required by district policy and state and federal law.
18. Compile, monitor and maintain accurate health records with meticulous attention to confidentiality and security of health records.
19. Oversight of student health plans at assigned schools and district office.
20. Collaborate with health education staff for educational presentations, program development and evaluation.
21. Provide health education to staff and students as required by district policy.
22. Delegate, supervise and document nursing tasks to qualified persons in accordance with the "Nurse Practice Act" and district policy.
23. Identify, provide and adapt services for health impaired students.
24. Assist in development and implementation of health policies and procedures.
25. Assist in annual immunization review process.
26. Collaborate with community agencies to serve student needs.
27. Collaborate with local and state nursing organizations to improve nursing knowledge and promote optimum standards in nursing care.
28. Participate in crisis intervention, emergency and disaster plans.
29. Represent the school to public, parents and community agencies in a professional manner.
30. Continue nursing education and share appropriate information with peers.
31. Teach parenting lessons and support nursing services needed by the Teen Parent Program.
32. Regular attendance is an essential function of this position.
33. Other duties as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
<b>Maximum amount lifted by worker without assistance: 35 lbs.</b>					

If required, lifts over 35 lbs. are performed with two or more people or lift devices.

**CARRYING**

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.		X			
76-100 lbs.		X			
> 100 lbs.		X			

Maximum amount carried by worker without assistance: 20 lbs.

If required, carrying over 20 lbs. are performed with two or more people or lift devices.

**PUSHING/PULLING FORCE TO BE EXERTED**

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				

Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture

Distance: 5-20 feet Type of Surface: (i.e. level, carpet, tile): Vinyl Floor

**ENVIRONMENT (WORK CONDITIONS)**

Works Inside 95 % of the time / Works Outside 5 % of the time.

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

**OTHER PHYSICAL DEMANDS**

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			Walking		Standing
Walk-Uneven Surface			Walking		Standing
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

**ENDURANCE**

Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day

Sitting				X		1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_ Employee Signature \_\_\_\_\_ Date  
 Print Employee Name

**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date  
 Print Name

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director of Human Resources

**In the event of an on the job injury:**

*For physician to complete:*

**Is this job appropriate?**  Yes  No      **Date of Release:** \_\_\_\_\_

**If not released to regular work at this time, please provide an "ANTICIPATED" DATE:** \_\_\_\_\_

\_\_\_\_\_ Date  
 Physician's Signature