



Job Title	Licensed School Nurse
Reports To	Executive Director
Supervises	HS Assistant
Status	Full-time, Exempt

Effective for the 2023-2024 School Year

Position Summary:

Responsible for applying the nursing process (assessment, planning, delivery, assurance and evaluation) to coordinated health care for individual students and the population of students; including training, delegation, monitoring and supervision of health care delivered by Health Services Assistants, Licensed Practical Nurses and/or other school staff. Member of the Special Education team providing nursing assessments and educational support services to special needs students. Assist in completing daily paperwork and duties related to Health Services, MA Billing, School Nutrition Program.

License And Certification Requirements

- A valid License as a Public School Nurse from Minnesota Department of Education.
- License as a Registered Nurse from Minnesota Board of Nursing.
- Public Health certification from Minnesota Board of Nursing.

Qualifications, Skills, and Abilities:

- Current CPR certification for the Healthcare Professional and current First Aid certification.
- Proficiency in MAC & Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- Exceptional organizational, communication and interpersonal skills
- The ability to work collaboratively with others or in teams
- Must be detail oriented, self-motivated and able to multitask
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability to work harmoniously with others

Duties and Responsibilities:

- Perform nursing care procedures and administer medications necessary for students to participate in their school day per the MN Nurse Practice Act and current policies/procedures.
- Maintain student health records, daily records must be kept current, ensuring confidentiality.
- Administer screening programs at appropriate grade levels.
- Provide monitoring of the school environment to prevent and control communicable disease.
- Monitor and maintain student immunization records based on current state law school entrance requirements.
- Identify, prioritize and provide first aid management and emergency care to students within scope of authority and training in compliance with the MN Nurse Practice Act and current policies/procedures.
- Manage the care of individual students with special health needs through assessment, treatment, planning, and evaluation. Interpret health findings for educational staff regarding impact of health concerns on learning and accommodations required at school. Interpret to medical providers the school related needs of students.
- Conduct health reviews and school nurse health assessments (when necessary) on students being evaluated for special education or receiving special education services.
- Collaborate with the special education team to ensure student success. Duties include: attend special education meetings, provide supervision to special education assistants as needed, complete paperwork as required by MN 3rd Party Billing guidelines, document health assessments for special education and other duties as assigned.
- Develop and implement individual health plans (IHP) and emergency health plans (EHP) for students that have health problems that may create a barrier to educational progress (ie students with handicapping, chronic health conditions that require accommodations to attend school).
- Perform skilled nursing procedures, and delegate nursing care procedures when appropriate, including planning, training, monitoring and supervision of delegation, using clear written care plans for delegates to follow.
- Assist students and families in obtaining health care in the community by referrals to appropriate providers and agencies.
- Promote health by providing health information to individual students or groups of students through health education.
- Assist in the development of health education curriculum, health policies and program development.
- Assist in the development of plans for responding to emergencies and disasters and confidential communication and documentation of student health information.