

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

District Registered Nurse (RN)

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 7 hours per day, 185 days

**JOB GOAL:** To utilize those principles of health and education which are basic in functioning as a student advocate on behalf of the child in his total environment of home, school and community.

## **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 the Master Agreement between NCSA and NCCTA.

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. Plans and implements school health management protocols regarding immunizations.
4. Participates as a health professional in case conferences on the referral team, the support team, and on the evaluation and assessment review teams.
5. Serves on and/or attends committee meetings and conferences regarding health services and health education.
6. Advises teachers and parents on health issues and school safety, acting as liaison between school and home.
7. Identifies health problems including social, emotional, and economic factors that interfere with student learning through screening procedures, assessment and evaluation.
8. Initiates referrals to parents, school personnel, and community health resources for intervention, remediation, and follow through on health issues.
9. Authorizes exclusion and readmission of students in connection with communicable diseases.
10. Provides emergency health care and first aid for all students and employees, and arranges for transportation in emergency situations.
11. Administers medications and treatments according to physician orders and district policy.
12. Participates in the training and continuous development of the nursing staff.
13. Oversees the general operation of all site health aide offices.
14. Acts as a resource person to the health education program.
15. Conducts hearing and vision screening for grades K, 4, 7 and 10 district-wide.
16. Conducts scoliosis screening district-wide for designated grade level.
17. Responsible for selection and training of Health Aide substitutes.
18. Responsible for communicating timely health issues and concerns to school Health Aides, LPN, RN, Principals and District Administration when necessary.

## **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.

## **AN ADDITIONAL STIPEND WILL BE PAID MONTHLY FOR THE FOLLOWING DUTIES:**

This list is in addition to the duties and responsibilities listed above.

1. Oversees district Exposure Control Plan (ECP) including Hepatitis B vaccination coordination, scheduling and tracking.
2. Oversees district CPR / First Aid / AED training including coordination, scheduling and tracking.
3. Responsible for District AED inspection and maintenance.
4. Assists site administrators with the supervision/evaluation of all district Health Aides, LPN and RN.

## **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, if applicable, a valid Nursing Certificate
2. Valid Nevada Department of Education License with School Nurse endorsement
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.

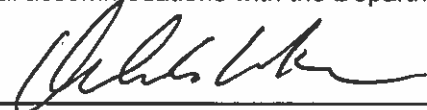
## **Equal Opportunity Employer**

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:   
Superintendent

4/25/17  
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: \_\_\_\_\_