

# CHURCHILL COUNTY SCHOOL DISTRICT

## CERTIFIED CHIEF SCHOOL NURSE

**FLSA Status:** Exempt

**Created:** 5/2019

**Last Revised:**

### **DEFINITION:**

This person selected for this licensed position will provide planning, direction and supervision of the District's Student Health Services district-wide and is responsible to see the health services to students are delivered according to state and federal mandates. Perform school nurse duties for the schools in all enrollment areas. Provide the fullest possible educational opportunities for each student in the Churchill County School District by creating a climate of health and well-being, minimizing absence of students due to illness, and removing health related barriers to the learning process.

### **SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the principal and/or Director of Special Services.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Provides technical and consultative supervision to district-wide health services personnel.
2. Plan, organize, and supervise the district health services program.
3. Serve as chief consultant regarding the delivery of health related services within the District.
4. Keeps administration informed of new health guidelines and regulations.
5. Orient new health services employees (full-time, part-time, and substitutes) of District policies and procedures.
6. Conduct staff meetings and coordinate in-service training for all district health services personnel.
7. Attends necessary IEP's, health plan, and 504 meetings across the District.
8. Oversees CPR re-certification for district employees who are required by law to be certified.
9. Work with the Director of Special Services to budget for and purchase health service supplies.
10. Collaborate with and act as a member of the District Wellness Program.
11. Collaborate with and act as a member of the District Human Sexuality Committee.
12. Attend various state sponsored trainings for any health related issues.
13. Attend all state mandated meetings for all health related topics.

### **Knowledge of:**

- Current and new development in the field.
- Computer applications and hardware used in the assigned area.
- Education code, board rules, district policies, and operating procedures.

# CHURCHILL COUNTY SCHOOL DISTRICT

## CERTIFIED CHIEF SCHOOL NURSE, continued

### **Skills to:**

- Participate as a collaborative member with other faculty and staff.
- Communicate effectively both written and orally.

### **Ability to:**

- Maintain security of confidential information.
- Work cooperatively with students, parents, peers, administration, and community members.
- Maintain accurate and complete records as required by law and district policy.
- Maintain and improve professional competence through continued education and in-service.

**Experience and Training Guidelines:** *Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Valid License to practice as a nurse issued by the State of Nevada Board of Nursing

### **Required Certifications and Licenses:**

Must possess or be able to acquire a valid Nevada School Nurse Certificate from the Nevada Department of Education as required by NRS 391.207.

**Physical and Mental/Intellectual Requirements:** *The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

# CHURCHILL COUNTY SCHOOL DISTRICT

## CERTIFIED CHIEF SCHOOL NURSE, continued

### PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping	X			
Handling	X			
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/CRT	X			
Driving a Vehicle	X			
Working Alone	X			
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment	X			
Respirator Use	X			
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemicals/Waste >8 Hours Per Day	X			

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ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes	X			
Visual Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Alarms	X			
Speech Discrimination				
Ability to Smell	X			

**Working Conditions:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_