

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Regional Nurse

BAND	GRADE	SUBGRADE
C	4	2
DEPARTMENT: Health Services	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for coordinating and providing overall direction to health assistants to facilitate a health program which provides a climate of health and well being in each school, district wide. Duties include: assisting the Director of Health Services in working with health service personnel, teachers, and administrators in implementing the health program in the District; coordinating and attending training sessions for students with special health care procedures; assisting with the annual training of health assistants; developing a health care plan delineating any medical intervention that may be required to safely manage a child while at school; providing problem analysis and risk management for the District; advising and counseling parents, school staff, and students regarding ongoing health and medical problems; conducting in-service training programs; conducting and signing technical performance evaluations of health staff; and, acting as a resource person for health service personnel, parents, teachers, and other school staff.		
DISTINGUISHING CHARACTERISTICS: The Regional Nurse is a stand-alone classification.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	When on site, supervises staff to include assigning and monitoring work, ensuring training, resolving medical conflicts, and conducting technical performance evaluations and documenting progress.	Daily	B3
2.	Reinforces protocols, policies and procedures by working with health service personnel, teachers, and administrators in implementing the health program in the District.	Daily	C4
3.	Advises and counsels parents, school staff, and students regarding ongoing health and medical problems or preventative health care.	Daily	C4

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Acts as a resource person for health service personnel, parents, teachers, and other school staff to include doing research and assessing what needs to be communicated.	Daily	C4
5.	Develops a health care plan delineating any medical intervention that may be required to safely manage a child while at school by determining what plan of action will meet the needs of the child and the site staff.	Weekly	C4
6.	Assists with screening for vision, hearing, pediculosis, scabies, tympanograms, and otoscopic exams by determining whom need screening and when to send a referral.	Weekly	C4
7.	Conducts various school staff in-service training programs to include determining topics, participants, supplies, and locations. Keeps and updates training records.	Monthly	B2
8.	Participates as a member of the school evaluation team in order to select and place medically involved students in special programs.	Monthly	C4
9.	Reviews accident reports, health office summaries, hearing and vision reports, and immunization reports to determine if they are properly completed and in on time.	Monthly	C4
10.	Coordinates and attends training sessions for students with special health care procedures to include determining what procedures are necessary.	Monthly	B2
11.	Submit Medicaid billing as directed.	Monthly	A1
12.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- District policies and procedures;
- Nursing and community health standards and philosophy;
- Current pediatric nursing standards of care;
- Arizona Department of Education recommendations;
- Federal laws.

Skills (position requirements at entry):

Skill in:

- Using computer and related software;
- Performing multiple tasks at the same time;
- Assessing and planning nursing care;
- Upholding professional nursing standards;
- Interpreting District philosophy and policies;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Nursing or a closely related field and two years experience working as a Registered Nurse; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- School Nurse Certification, preferred.
- State of Arizona Registered Nurse License.
- Current First Aid and CPR Certifications.
- AHCCCS number to submit Medicaid billing (within four weeks of hire).

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Physical Requirements:

Positions in this class typically require: stooping, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to body fluids and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

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