



Crosslake Community School  
35808 County Road 66  
P.O. Box 1020  
Crosslake, Minnesota 56442  
218-692-5437

## Crosslake Community Schools Job Description

**Position:**

Coordinator of Nursing and Health Services

**Location:**

Crosslake Community School (Seat Based)

**FTE/ Hour Allotment:**

1.0 FTE

**Immediate Supervisor:**

Executive Director

**Position Summary:**

The Coordinator of Nursing and Health Services is a critical role in the safety and health of Crosslake Community. Every student is entitled to be able to access high quality health care provided by a registered nurse. Keeping students safe during school and ready to learn is the top priority. There is key research that children with unmet health needs have a difficult time engaging in the educational process (National School Nurses Association). The CCS nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process.

Every staff member needs assistance from the nurse to support these children. This support is needed whether in the classroom, on a fieldtrip, at lunch, or in the playground, CCS students benefit in their well-being in all aspects of their lives. In addition, this healthcare professional is a key resource for helping staff engage best practices in healthcare providing a safe learning environment and interventions to help students maximize their learning.

The Coordinator of Nursing and Health Services provides services for the school community, the public community, coordination of healthcare and education, and improves the quality of life for all people.

**Essential Duties and Responsibilities:**

- Nursing services to students and staff
- Oversee medication administration
- Perform regular health screening for students for prevention and detection
- Manage immunization records
- Update and manage students' medical history
- Provide basic healthcare to students in case of injury or acute illness
- Educate and or instruct students, classes and staff on healthy habits, such as proper nutrition, dental health, hygiene
- Coordination guidance, education and training to staff on healthcare issues (CPR, 1st aid, etc) alongside of the Professional Development Committee
- Coordinate referrals for health care services such as pediatricians and other health specialists

- Serve as liaison between school personnel, family, community healthcare and county healthcare providers to ensure a healthy school environment
- Collaboration with other school professionals, such as social worker, food service personnel, physical education and health teachers, classroom teachers, and Administration
- Make decisions related to the delegation of healthcare tasks as directed by state laws and professional practice guidance
- Provide health advice to school educational teams such as the Committee on Special Education and the Individualized Educational Plan (IEP) team and other committees
- Serve as liaison between CCS, Sourcewell, and Crow Wing Public Health Services
- Attend meetings as directed and necessary
- Develop health plans for students with chronic illnesses and disabilities if needed
- Ensure school environment is safe for children and school staff; for example, prevention of communicable diseases and mitigating viruses
- Ensure compliance with national and local health laws
- Other duties as directed

### **Position Qualifications and Preferences**

- Must be a licensed nurse in the State of Minnesota
- Minimum of one (1) year experience in public health nursing, community health nursing, school health nursing or pediatric nursing preferred
- Working toward or interest in school nurse certification

### **Knowledge of:**

- Principles and practices underlying professional nursing
- Principles and practices underlying the special field of school health
- Current trends in nursing and of literature in the fields of school health
- Organization and administration of other cooperating agencies
- State and local laws relating to health and social issues.

### **Ability to:**

- Participate cooperatively in a program of school health nursing
- Exercise professional judgment in making decisions
- Communicate appropriately, collaboratively, and effectively with students, parents, administrators, other school personnel, health care providers, and community agencies
- Demonstrate a genuine interest in the student population and its health needs
- Organize a health office and manage time
- Be a self-starter or self-motivated
- Use a computer and various software applications
- Secure the cooperation and respect of students, faculty and staff
- Elicit needed information and maintain effective working relationships

**Frequency Chart:**

Required to:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Stand		X		
Walk		X		
Sit			X	
Use hands				X
Reach (hands/arms)		X		
Climb/Balance		X		
Kneel/Crouch/ Crawl		X		
Talk				X
Hear				X
Taste/Smell	X			

Required to Lift:	Never 0% of time	Occasionally 1-33% of time	Frequently 34-66% of time	Continuously 66-100% of time
Up to 10 lbs		X		
Up to 25 lbs		X		
Up to 50 lbs		X		
Up to 75 lbs		X		
Up to 100 lbs		X		
More than 100 lbs		X		

**Salary or Hourly Range:** Compensation based on teacher salary scale

**Work Schedule and Agreement:**

- Contract - 9 month (Prorated for start dates after Teacher Workshop Week)
- Number of Days: 180 (Prorated for start dates after Teacher Workshop Week)
- Hours per day: 8; general business hours are 7:30 a.m. to 3:30 p.m.
- Expected Hours: School days -- Before, during and after school and Professional Development Days

**Revised:** July 1, 2021