

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/31/22



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 8/22/2022

To **School board Members**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Create Special Services Program Nurse 2022-2023

Description: With the increase in needs for our students with special needs I am requesting to create a Special Services Program Nursing position. This position will be paid out of Special Education funds and will be utilized for our maintenance of effort match for state match requirements. This will be a professional technical position.

Financial Impact: \$35,000 to \$40,000 + fringe

Funding Source (Budget/grant, etc.): 101.201.76.280.2234.623

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



Browning Public Schools JOB DESCRIPTION

Effective: August 31, 2022



Special Services Program Nurse

Professional Technical Position

Summary of Functions

Promotes, protects, maintains and improves pupil health. Performs professional nursing services at one or more schools in the administration of acceptable health standards, school health records, and the emergency treatment of IDEA eligible students. Carries out all responsibilities as a nurse as prescribed by the Montana State Board of Nursing. This is a 187-day position.

Essential Duties and Responsibilities

- 1) Planning – Assists administrators in developing school health programs and policies for IDEA identified students.
- 2) Health Care – Conducts school programs of immunization, physical examinations, vision screening, TB tests, scoliosis screening, and fluoride mouth rinsing. Administers and/or delegates the administration of medications to students as ordered by physicians.
- 3) Illness and Injury - Assumes authority, and delegates appropriate duties, for the care of a student or staff member who has suffered an injury or emergency illness. Administers first aid in accordance with established first aid procedures. Maintains communication with local emergency services and serves as liaison for the school.
- 4) Prevention – Observes students on a regular basis to detect health needs. Counsels students regarding health problems.
- 5) Infection Control – Excludes and readmits students in connection with infectious and contagious diseases and infestations in accordance with Board policy and state regulations.
- 6) Technical Assistance – Participates in meetings with administrators, staff, and with other school nurses in developing and implementing safety and health procedures and in resolving related issues and concerns. Serves as a resource to staff in the area of health education. Instructs teachers on screening students for health impairments. Makes recommendations to staff and/or parents on health needs of individual students. Assists physicians and/or medical technicians in conducting in-house examinations and tests, including drug and alcohol, as required.
- 7) Outreach – Communicates with parents concerning student health matters and visits student homes when necessary.
- 8) Safety – Participates with other school personnel in the appraisal of the school environment regarding safety and health hazards.

- 9) Reports – Reports to parents, school personnel, physicians, clinics and other agencies on student health matters as necessary. Reports significant student injuries, accidents, and illness trends to the Principal and Special Services Director. Documents and files accident reports. Completes Federal, state, and local reports as required.
- 10) Records – Maintains up-to-date cumulative health records of IDEA eligible students as outlined by the student's health plan.
- 11) Confidentiality – This position works with sensitive information and must maintain strict confidentiality.
- 12) Inventory - Assists Director of Special Services in developing budget for health office supplies and equipment. Orders, inventories, and maintains the storage of first aid and related health supplies and equipment. Secures and controls inventory of drugs and medications to prevent unauthorized access and reports any shortages immediately.
- 11) Other – Performs such other functions as may be necessary to the work of the office and support the health needs of IDEA eligible students.

Organizational Relationships

Supervised by and reports to the Director of Special Services.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- q Graduate of an accredited school of nursing.
- q Minimum Requirement licensed as a licensed practical nurse by the Montana State Board of Nursing.
- q One (1) year of experience as a nurse.
- q Valid CPR and FirstAid Card with child/adult certification.
- q Skill in application of professional nursing practices, procedures and techniques.
- q Working knowledge of medical terminology, dietetics, sanitation, and personal hygiene.
- q Knowledge of pharmacology.
- q Excellent communication, problem solving and organizational skills.
- q Skill in interpreting and analyzing available information to provide solutions to specific problems.
- q Ability to work with others and without close supervision.
- q Physical ability to sit for short periods of time, walk and stand for extended periods.
- q Good work habits.

Desirable Qualifications – Prefer experience in a school setting. Knowledge and skills in caring for children with special health care needs such as Diabetes, Asthma, and Attention Deficit is preferred. Experience working in Native American communities.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.