



*Every Student Matters, Every Moment Counts*

**Morton School District #214**

PO Box 1219

Morton, WA, 98356

P: 360-496-5300 F: 360-496-5399

[www.morton.k12.wa.us](http://www.morton.k12.wa.us)

**Morton Jr/Sr High School**

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

**Morton Intermediate School**

152 Westlake Avenue

P: 360-496-5137 F: 360-496-6035

**Morton Elementary School**

400 Main Avenue

P: 360-496-5143 F: 360-496-0327

Job Title: **District Nurse**  
Supervisor(s): **Building Administrator(s) and Superintendent**

**Job Summary**

This position is charged with providing a robust health program for the assessment, evaluation, maintenance, and improvement of students' health. The district nurse is responsible for ensuring compliance with all student records, developing and implementing practices and procedures, managing relationships with local and regional health professionals and agencies, and identifying areas of improvement for the care of students and staff. This position also provides direct nursing services and health-related training(s) to district staff and students. In addition, this position provides on-site care to students and staff.

**Essential Duties and Responsibilities**

Employees in this position perform some or all of the following tasks.

Other duties may be assigned.

1. Follows and maintains knowledge of all district policies and procedures.
2. Works directly with students with a variety of special needs.
3. Confers with staff on students' progress concerning their health status and needs.
4. Maintains student records and files.
5. Maintains a safe environment for students and staff at all times.
6. Respond to emergencies to resolve immediate safety concerns.
7. Participates effectively at meetings using appropriate social skills, problem-solving, and conflict-resolution strategies.
8. Maintains appropriate certifications and training hours as required.
9. Complies with applicable District, State, local, and Federal laws, rules, and regulations.
10. Professionally represents the school and the District in interactions with parents, community, staff, and students.
11. Attends work regularly and is punctual.
12. Develop medical/emergency protocols and training as necessary and/or directed to do so by supervisor(s).
13. Completes work, reports, and health care plans in a timely manner to not interfere with the education of students.
14. Formulate and implement health care plans for students while collaborating with families and medical professionals.
15. Conducts student and staff health assessments as needed or directed by supervisor(s).
16. Develop emergency care plans for high-risk students.
17. Acts as district health liaison with community agencies.
18. Communicates and coordinates staff training regarding health needs.
19. Manages the operation of the student health room.
20. Delegates health-related procedures to staff and supervise fulfillment of delegated responsibilities.
21. Completes all paperwork and communication logs, as required, and in a timely manner to not interfere with the education of students.
22. Performs nursing duties as needed for students and staff.

*The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)*

23. Oversees medical charts and medication management.
24. Assists students with feeding, hygiene, bathroom, and infection control. etc., as needed and directed by supervisor(s).
25. Provide health-related information and resources to students and staff.
26. Travels to multiple classroom/building sites.
27. Provides consultation in educational settings regarding school health needs.
28. Reports safety hazards immediately to supervisor(s).
29. Maintains safety and security for students and staff at all times.
30. Other duties as assigned.

### **Marginal Duties and Responsibilities**

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service training.
2. Attend staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

### **Supervisor Responsibilities**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:** Bachelor's degree (B.A.) in nursing from a four-year college or university or an Associate's degree in nursing from a two-year college, at least three years' related experience and/or training or equivalent combination of education and experience is highly preferred.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, controlling emotions, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to work with young children successfully.

**Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate rate, ratio, figures, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Computer Skills:** General knowledge of computer usage and ability to use email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, and can learn or knows how to use the district student informational system. Ability to type accurately and proficiently.

**Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, and members of the community, law enforcement, and other agencies. Ability to exercise sound judgment and work in an environment with constant interruptions. Demonstrated knowledge of child growth and development and the social, emotional, physical, and cognitive development of students with varying disabilities. Possesses knowledge of effective behavioral management methods. Ability to delegate responsibilities and meet timelines.

**Certificates, Licenses, Registrations:** Certificates as determined by the district, including RN License, CPR/First Aid card, Washington Driver License, bloodborne pathogen certification, and any/all OSPI required certification.

**Physical Demands**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or free, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must lift and/or move up to 50 and occasionally up to 100 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

**Work Environment**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

The work environment combines a standard office setting, including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard classroom setting. The noise level in the work environment is usually low to moderate but occasionally high, depending on the student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. The employee may be exposed to toxic chemicals (for disinfecting), and outdoor weather conditions (e.g., field trips and traveling between buildings) and may be required to work near moving parts (electric wheelchairs and bus lifts).

**Evaluation**

The district nurse shall be evaluated using the nurse evaluation stated in the MEA agreement. A supervisor will evaluate the annually using the agreed-upon rubric.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) whenever it deems advisable. The district may not violate any federal, state, or local law, regulation, or contract in addition to modifying or deleting this job description or the position itself.