

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**LEAD NURSE**

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**Purpose Statement:**

The job of LEAD NURSE is done for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

This job reports to STUDENT SERVICES DIRECTOR

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**Essential Functions**

- Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Conducts programs and/or activities (e.g. health screening, health education, etc.) for the purpose of ensuring compliance with government mandated requirements.
- Develops health care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Implements school health care plans for the purpose of providing appropriate care.
- Maintains contact with parent/guardian for the purpose of alerting them to any changes in student health and/or referring students for further medical/emotional intervention as needed.
- Maintains health care plans, medical emergency cards, records (e.g. mandated screening, etc.) for the purpose of providing information required by legal and professional standards.
- Monitors reporting procedures for all students and health activities for the purpose of ensuring the processing is completed per policy and/or regulation.
- Organize and administers the district health office for the purpose of ensuring the area functions in an efficient and effective manner.
- Performs home visits and/or hospital visits for the purpose of verifying student status.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Refers students requiring further medical attention for the purpose of providing needed medical/dental treatment, counseling, etc.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with the law.

- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises department functions including supervising all district health services staff, hiring/termination recommendations, planning, scheduling/coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner

### **Other Functions**

- Administers vaccinations and assists with registration process of all incoming students for the purpose of ensuring the process is carried out in an efficient and effective manner.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Coordinates health and safety activities with the District safety coordinators for the purpose of ensuring activities are handled in an effective and efficient manner.
- Participates in a variety of meetings, workshops and seminars, including IEP, (e.g. local/state health meetings, programs, 504, child studies) for the purpose of sharing information and/or improving skills/knowledge.
- Provides training on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, etc.) for the purpose of acting as a resource to students, teachers, and other school personnel.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices, administering first aid handling hazardous materials, operating equipment used for cleaning, operating standard office equipment, preparing and maintaining accurate records, promoting child centered environment, record keeping.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities, bilingual (english/spanish) helpful computer operation/skills, health standards and hazards methods of industrial cleaning, pertinent codes, policies, regulations and/or laws, safety practices and procedures stages of child development, working knowledge of school system

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, communicating with students, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, working as part of a team.

#### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under some temperature extremes and some hazardous conditions.

**Experience** Job related experience is desired.

**Education** Bachelors degree in job related area.

**Required Testing**

None specified

**Continuing Educ. / Training**

Arizona License

**Certificates & Licenses**

RN, Arizona Nursing License, First Aide/CPR

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Nurse RN