



Little Rock School District

JOB DESCRIPTION

Position Title: School Nurse Specialist

Prepared Date: 01/11/2022

JOB GOAL:

The position of School Nurse Specialist was established to provide assistance to the Director of Health Services in the daily operation of the Health Services Department. This position will support student education through guiding nurses in providing skilled care while helping to mitigate, or identify potential problems and correct them quickly.

The School Nurse Specialist will work closely with Special Education Administrators in coordinating Personal Care to students with complex medical needs. This position is vital to maintain compliance with: Arkansas State Board of Nursing (ASBN) regulations of the Nurse Practice Act, the ASBN Guidelines for School Nurse Practice and other Arkansas Laws mandated through Arkansas Department of Education, Arkansas Department of Health and Arkansas Medicaid as well as the high standards of the National Association of School Nurses (NASN).

TERMS OF EMPLOYMENT:

Ten (10) month 200 days contract, Pay 802 Grade 17, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. A BSN degree or higher from an accredited school.
2. A minimum of three (3) years of experience as a school nurse.
3. Certification as an instructor of CPR and First Aid for Professional Rescuer and Community or achieve this within 3 months of employment.
4. Mastery with eSchool, ADH Immunization Registry, Microsoft Outlook and word processing with ability to learn new programs
5. National Certification of School Nurses or obtain within one year.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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1. Serving as a resource to the Director of Health Services in guiding the district nurses in best practice of school nursing and Health Services program compliance.
2. Coordinate the Personal Care services for Medicaid reimbursement. Work with nurses and para professionals providing care to students with health care needs defined in their IEPs and recouping funds for the services provided.
3. Assignment of student nurses from state colleges with LRSD nurses with BSN degrees (UAMS, UALR, UCA, UA Fayetteville) in providing care for students.
4. Provide nursing procedures that must be done by an RN (administration of insulin, gastrostomy feedings through the jejunum.) if a Float nurse is not available.
5. Staff the mandated health screenings with LRSD teams (hearing, vision, scoliosis, BMI, dental).
6. Assist in securing services from Community Partners for students, staff and nurses under the direction of the Health Services Director.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.