

Heber Overgaard Unified School District #6

June 18, 2024

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6
PO Box 547 / 3375 Buckskin Canyon Rd
Heber, AZ 85928
Phone (928)535-4622 / Fax (928)535-5146
Email: hr@h-oschools.org

GENERAL POSTING

Notice

Heber-Overgaard Unified School District #6 has a 10-month School Nurse position available. Please see attached job qualifications / description.

Position will be 8 hours/day benefited, Monday through Thursday and will start July 2024 upon Board approval. *Submit resume and application. H/O USD #6 is an equal opportunity employer.

*If you are a current employee for the Heber-Overgaard Unified School District #6 you only need to send us a letter of intent. For those not currently employed by the District you must fill out an application. Application procedures can be downloaded from our website at www.heberovergaardschools.org/employment. Please contact Katrina Parrish (x5001) for any further details on the posting above.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

JOB DESCRIPTION

CLASSIFICATION Classified

POSITION: SCHOOL NURSE

PAY SCALE POSITION: RN, LPN or Paramedic in the State of AZ

GENERAL INFORMATION:

Work Week: Starts 12:00 AM Thursday through 11:59 PM Wednesday

Work Days: Monday through Thursday or as assigned by supervisor

Work Hours: As assigned by supervisor
 8-Hours per day

Work Status: Exempt Non Exempt

Blood Borne Pathogen Risk: Not at Risk
 At Risk – Health Care Service Providers. The District will provide Hepatitis B Virus immunization. A series of three (3) Shots.

Fingerprints check: As required by ARS 15-534 and District Policies.

Drug Free Campus: The use of tobacco and alcohol are prohibited on all school property and in all buildings.

Benefits: Employee Leave Days
 Vacation Days
 Employee Insurance (Provided by District per policy)

Lifting requirements: May be required to assist patients with medical needs. Must be able to lift up to 75 pounds.

Drivers License Requirements: Class 2 License

Probationary Period: 60 working days - see District Policy GDI

Qualifications – EMT, CNA or Medical Assistance: Completion of EMT, CNA or Medical Assistant training. Current CPR and First Aid card. Experience working with children. Competent Computer Skills. Personal hygiene. Ability to develop and maintain effective relationships with students, staff and parents.

Reports to: Administration

Terms of Employment: Salary and work year to be established by Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel (Policy). The principal will evaluate this position. Supervising Nurse will give input to principal.

POSITION DESCRIPTION

POSITION SUMMARY:

Minimum Requirements:

Qualified to practice as a RN, LPN or Paramedic in the State of AZ and holds an unrestricted license. Minimum of 1-year experience in public health nursing, community health nursing, school health nursing or pediatric nursing preferred.

Certified in CPR and First Aid

Has a valid AZ driver's license

Essential Duties and Responsibilities:

- Collects and reviews student immunization histories upon enrollment. Refers unprotected students for appropriate immunizations.
- Promotes wellness and positive health behaviors for students and parents. Serve as a health resource person for students, staff and parents.
- Maintains inventory and proper Health Office supplies.
- Follows guidelines for exclusion from school for children exhibiting signs and symptoms of communicable disease.
- Follows treatment plan for students with chronic diseases/illnesses.
- Maintains individual student health records.
- Supervise and administer student health screenings; document results, report abnormalities and make appropriate referrals.
- Recognize illness and injuries of students and administer appropriate first aid.
- Coordinate reports made to Department of Child Services and police as needed.
- Make home visits as necessary.
- Administer medications as ordered by physician/nurse practitioner and upon request of a parent.
- Participate in IEP's when appropriate. Provide health advice to educational team during IEP.
- Functions as an advocate and assists students with chronic and handicapping conditions to facilitate meeting their health and educational needs.
- Complete district, county and state reports as appropriate/required.
- Provide education to all staff on state mandated trainings, ie Blood Borne Pathogen Training, Epi Pen Training and any other trainings requested by District.
- Update and maintain Exposure Control Plan.
- Provides emergency health care for students and staff.
- Provides health-related education to students and staff in both individual and group settings.
- Oversees infection control measures.
- Actively participates in school safety plans that address school violence, bullying and emergencies that may occur at school.
- Performs other duties as assigned or required.

Essential Functions

- Must be able to work well with children of all ages.
- Travel to 3 campuses daily and as needed.

- Organize a health office and manage time.
- Communicate appropriately and effectively with students, parents, administrators, school personnel and health care providers.
- Be a self-starter or self-motivated.