

# **Health Services Handbook**

# Table of Contents

I. Health Services Information .....	1
1. Role of the School Nurse .....	2
2. Qualifications for Professional School Nurses .....	3
3. Job Description Summary .....	4
4. Professional Presentation of the School Nurse and Health Secretaries .....	5
5. Hours for Professional School Nurses .....	6
6. Attendance .....	7
7. Work Calendars .....	8
8. Trade Time .....	9
9. Salary and Benefits .....	10
10. Recording Work Time .....	11
11. Professional Ethics and Confidentiality .....	12
12. Chain of Command .....	13
13. Confidentiality .....	14
14. Immunizations .....	15
15. Emergency Action Plans .....	16
16. Evaluations .....	17
17. Harassment Policy .....	18
18. Professional Development for Nurses .....	19
19. Substitutes .....	20
II. Job Descriptions .....	21
20. Director of Health Services .....	22
21. BSN Registered Professional Nurse .....	24
22. Registered Professional Nurse Float .....	27
23. Licensed Practical Nurse .....	30
24. Licensed Practical Nurse Float .....	32
25. Health Services Secretary .....	35
26. Health Education Screener .....	37
27. BSN Registered Professional Nurse .....	39
28. Early Education Program Support Specialist Health .....	41
III. Salary Scales .....	44
29. Health Services Staff Salary Scale .....	45
IV. Performance Based Evaluations .....	46
30. Health Services Performance Based Evaluations .....	47
V. Employment Calendars .....	48
31. Health Services Employment Calendars .....	49

# **I. Health Services Information**

# **1. Role of the School Nurse**

School nursing is the specialized practice of professional nursing that can facilitate the well-being, academic success, and life-long achievement of students.

## **2. Qualifications for Professional School Nurses**

The Registered Professional Nurse (RN) and Licensed Practical Nurse/Licensed Vocational Nurse (LPN/LVN) will be a graduate of an accredited nursing program and currently licensed to practice nursing as an RN or LPN/LVN in the state of Missouri. Current CPR certification is required and first aid certification is preferred.

It is the school nurse's responsibility to evaluate his/her own nursing practice in relationship to professional practice standards and guidelines, relevant statutes, and rules and regulations. Based upon this evaluation, current and up-to-date practice should result.

### **3. Job Description Summary**

Differing job descriptions are provided for health services personnel according to their position responsibilities. (Please refer to the job descriptions included in the “Employment” section of this handbook. If you have questions about the job description for your position, please contact Human Resources for Non-Certificated Staff at 521-5300.

## 4. Professional Presentation of the School Nurse and Health Secretaries

As members of the multidisciplinary school team and representatives of the nursing profession, school nurses must evaluate their practice setting and choose attire to reflect a professional appearance. A professional image communicates respect and inspires confidence with students, families, and staff. Clothing should not prohibit a school nurse from the ability to respond quickly to emergent and urgent situations that may arise during a school day.

Attire should include:

- Nursing scrubs
- Business casual
- Capri slacks are acceptable at mid-calf length
- Sandals may be worn with the exception of flip-flops or beach type sandals
- District identification badges should be worn at all times
- Jewelry should be kept at a minimum with no exposed nose, lip, eyebrow or tongue rings
- Tattoos should not be exposed

## **5. Hours for Professional School Nurses**

Full-time nurses are in attendance seven and three fourths (7.75) hours a day, five days a week. Supervisors determine the hours for school clinic operation. Health services must be available to students on a continuous basis, and clinics are not to be closed during the lunch hour. Nurses will be paid during their lunch break and will be expected to be on duty during that time.



## 6. Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to contact your appropriate building supervisor and the Director of Health Services as soon as possible so that arrangements can be made to cover your health clinic for the day.

Failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

Board of Education Policy 4310 states, "When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination. Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days."

Exceptions to the district's leave policies should be directed to your supervisor to forward to the Human Resources Office.

## 7. Work Calendars

All full-time nursing personnel are appointed for one hundred eighty-five (185) days. Nurses are to be on duty when students are in attendance and on other days when they are needed to assist with health information, such as student enrollment days. Nurses should discuss the needs of the school with school administrators, and work days should be scheduled accordingly. Any changes to the established calendar must be presented to the Director of Health Services within the first month of school, and any changes in this schedule must be approved by the building supervisor and the director.

A copy of the Health Services Calendar is included in the "Employment" section of this handbook. It notes scheduled professional development days.

## 8. Trade Time

Nursing personnel are allowed to trade time within the work week with the approval of their building principal and Director of Health Services.

## 9. Salary and Benefits

Nurses are paid according to salary scales adopted by the Board of Education. A copy of the current scale is included in the "Employment" section of this handbook.

New employees will be placed on Step 1-10 of the scale, depending on previous experience. If District finances allow, nurses are advanced one step on the scale at the beginning of each fiscal year (July 1). This movement does not apply to new employees who are hired after April 1; they will remain on their step until the following year.

Nurses who are scheduled to work at least twenty-five (25) hours a week are paid on an "even pay" basis. This means that their annual salary is divided into equal payments, no matter how many days are worked in the month. Overtime, extra hours, or docks are adjusted on the paycheck following the month in which these events occur. If an employee exits from the district before the end of their work year, the final paycheck is adjusted to pay them for the actual days worked and any vacation days accrued at the time of exit.

## 10. Recording Work Time

All Health Services staff are employed on an hourly basis in accordance with the provisions of the Fair Labor Standards Act. They should record their working hours using the district's electronic timekeeping system. The payroll secretary will review your timesheet by verifying the information recorded in the system. The building principal will approve the timesheet at the end of the pay period.

Overtime is paid in accordance with the Fair Labor Standards Act. Time that Health Services staff are required to work beyond forty (40) hours in a seven day period (Monday-Sunday), will be compensated at time and half (1.5) of the regular hourly rate of pay.

Overtime is paid when an administrator requests Health Services staff to do tasks that cannot be completed during the forty (40) hour work week. Overtime must be approved by the Director of Health Services and the Human Resources Office.

# 11. Professional Ethics and Confidentiality

The Federal Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Safe Schools Act require school districts to maintain confidentiality of students' records and progress, including students' health records. Nurses must maintain confidentiality and protect and promote the rights of students. Ensuring the security and privacy of both electronic and paper student health records is of utmost importance. By respecting and maintaining the student's right to privacy as part of the school nurse's moral and legal obligation, the school nurse can obtain essential information necessary in the care of the student as part of the nursing assessment. With informed verbal and written consent of the student (if appropriate) or parent/guardian, the school nurse may share this information with other multidisciplinary team members, concerned school personnel, and other health care providers or agencies for the benefit of the student. Only under extreme conditions may the duty of confidentiality be disregarded. Examples include the greater duty to protect life and prevent harm (e.g., suicide threat/attempt; homicide threat/attempt) and willful acts of spreading a contagious disease to others (Stanhope & Lancaster, 1992).

## 12. Chain of Command

All time off requests, or in the event you are required to stay before or after your normal hours, you are to contact the Director of Health Services for approval.

Questions and concerns related to clinic operations such as medications, illness, injuries, supplies and any other areas outlined in the Health Services Manual that the nurse is responsible for are to be directed to the Director of Health Services.

## 13. Confidentiality

Exchange of information to others is considered an on a need to know basis and should not be shared with other departments or other staff members, including other department staff members, unless directed to do so by the Director of Health Services.



## **14. Immunizations**

The school nurse will be responsible for entering all immunizations into SNAP by the first week in October of each school year to ensure compliance of the Independence School District with State immunization requirements.

## 15. Emergency Action Plans

The school nurse will be responsible for completing all Emergency Action Plans by the second week in September and have them distributed to all staff that need to know how to care for the student in an emergency situation. All requests for Emergency Action Plans for specific conditions will be directed to the Director of Health Services.

## 16. Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in the "Employment" section of this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the spring. The building principal and Director of Health Services will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with the Director of Health Services.

Policy 4720 Suspension or Termination: Non-Certificated Staff may be accessed on the district website.

## 17. Harassment Policy

It is essential that you understand and follow policies when you work in the Independence School District. One important policy pertains to sexual harassment. Please review the included policy in the "Policies" section of this handbook carefully and address any questions to the building administrator.

## 18. Professional Development for Nurses

The Independence School District values on-going professional development for all employees. Nursing professional development is the lifelong process of active participation by nurses in learning activities that assist in developing and maintaining continuing competence (NASN 2003).

Professional development opportunities for district nurses will be designed to provide current evidence-based information that impacts the health and academic achievement of all students and to enhance the professional practice of school nursing. Professional development opportunities will be provided by the district on an annual basis and additional resources for continuing education will also be promoted. The work calendar in the "Employment" section of this handbook lists the professional development activities for 2019-2020.

## 19. Substitutes

Substitutes may be requested through your building secretary. It is the responsibility of each nurse to update the substitute handbook on a yearly basis and as needed for their clinic. The handbook should include the school schedule, building contact persons and phone numbers, a confidential list of students with special health care concerns/needs, Emergency Action Plans and emergency procedures, a list of daily responsibilities, and any other information pertinent to the functioning of your clinic. The Substitute Nurse Handbook will be kept in a locked cabinet or file drawer due to the confidentiality of information included. The designated location will be specified by the clinic nurse.

## **II. Job Descriptions**

## 20. Director of Health Services

### **DIRECTOR OF HEALTH SERVICES**

#### **Qualifications:**

- Registered Nurse, licensed in Missouri required, BSN preferred
- Five (5) years nursing experience preferred
- Hepatitis B Vaccine series
- School nursing or pediatrics experience preferred
- Management and supervisory experience required

**Fair Labor Standards Act Status:** Exempt

#### **Reports to:**

Superintendent

#### **Supervises:**

All ISD and Early Education Health Services Staff Members

#### **Job Goal:**

The Director of Health Services will work in cooperation with the Educational Programs Team and the Assistant Superintendent of Financial/Support Services to develop and implement comprehensive school health programs for all students of the Independence School District

#### **Performance Responsibilities:**

- Serves as a medical resource professional to administration, staff, students, and families
- Assists the Assistant Superintendent in the development and direction of the comprehensive school health program
- Coordinates with Nutrition Services, Social Services, Early Education, Kids' Safari, Special Education, and Technology to provide comprehensive health services to district students, families, and staff
- Coordinates nursing services for summer school
- Assists in the development and implementation of district health policies and procedures
- Assists in selection and performance appraisal of health service personnel
- Assists building administrators in the supervision of school nurses
- Assists with the orientation for new nurses and substitute nurses
- Cooperates with the appropriate administrators to provide professional development opportunities for health services personnel
- Serves as a community contact for health services/Medicaid
- Manages Health, Nutrition and Safety components of Early Education Standards



- Collaborates with the Director of Early Education to ensure compliance with Early Education Standards
- Monitors and develops health policy and procedures for Early Education
- Assists in the development/procurement of resources for supplemental funding for health and related programs
- Assists in the implementation and administration of supplemental funding sources, such as health grants
- Participates in district-wide emergency/crisis plans
- Promotes integration of health concepts into the regular school curriculum
- Promotes application of health principles in all areas of the school/workplace
- Monitors accident reports of students and staff
- Assists in planning/implementing a district wellness program
- Assists in planning an annual budget for health service programs
- Provides guidance in selection of supplies, equipment, and resources used by staff
- Assists with Medicaid programs as needed
- Complies with Missouri state laws and required state reports pertaining to health, safety, nursing, and Medicaid issues
- Supports interagency collaboration within and outside of the medical/educational community
- Participates in continuing education programs to update skills, knowledge, and maintain certifications, if applicable
- Contributes to professional growth of others by presenting programs and sharing current research in professional journal articles with health service personnel, health educators, and other district staff
- Promotes professional responsibility and accountability
- Assists in the evaluation of the health service programs
- Obtains expert medical consultation as needed
- Assists with assigning substitute nurses throughout the district
- Chairs the district Wellness Committee
- Performs other duties as assigned

**Terms of Employment:**

Director of Health Services will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Administrator Performance Based Summative Appraisal.

HR 3/10/2017

## 21. BSN Registered Professional Nurse

### **BSN / REGISTERED PROFESSIONAL NURSE**

#### **Qualifications:**

- Registered Professional Nurse, licensed in Missouri
- CPR certified (instructor certification preferred)
- Hepatitis B Vaccine series
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift and reposition weight

**Fair Labor Standards Act Status:** Non-exempt

#### **Reports to:**

Director of Health Services

Building Principal

#### **Job Goal:**

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

#### **Performance Responsibilities:**

A. Functions of the School Nurse include but are not limited to:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan (s) as directed
- Develops and implements Emergency Action Plan (s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the PST team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation training to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Maintains clean, organized health clinic
- Provides health education and Coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with transportation for the safe transportation of students.

**Terms of Employment:**

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

HR 3.10.19

## 22. Registered Professional Nurse Float

### **REGISTERED PROFESSIONAL NURSE FLOAT**

#### **Qualifications:**

- Registered Professional Nurse, licensed in Missouri
- CPR certified (instructor certification preferred)
- Hepatitis B Vaccine series
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift and reposition weight

**Fair Labor Standards Act Status:** Non-exempt

#### **Reports to:**

Director of Health Services

Building Principal

#### **Job Goal:**

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

#### **Performance Responsibilities:**

A. Functions of the School Nurse include but are not limited to:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan (s) as directed
- Develops and implements Emergency Action Plan (s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the PST team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation training to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Maintains clean, organized health clinic
- Provides health education and Coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Coordinates school and community health activities
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services
- Position requires daily traveling between school district buildings to assist as directed by the Director of Health Services.

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with transportation for the safe transportation of students

**Terms of Employment:**

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

HR 3.10.19

## 23. Licensed Practical Nurse

### LICENSED PRACTICAL NURSE

**Qualifications:**

- Currently licensed to practice in Missouri as an LPN
- CPR certified
- Hepatitis B Vaccine series
- Demonstrates ability to work effectively under the direction of an RN
- Demonstrates ability to work and communicate cooperatively with others
- Displays the ability to multi task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift twenty (20) to thirty (30) pounds and reposition weight up to one hundred and fifty (150) pounds. Able to comfortably lift and reposition weight.

**Fair Labor Standards Act Status:** Non-Exempt

**Reports To:**

Director of Health Services

Building Principal

**Job Goal:**

The school nurse strengthens and facilitates the educational process by protecting the health status of children by identifying and assisting in the removal or modification of health related barrier to the learning process. The major focus of school health services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment and referral procedures.

**Performance Responsibilities:**



A. Direct Nursing Care Activities as delegated by Director of Health Services or RN:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan (s) as directed
- Develops and implements Emergency Action Plan (s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the PST team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation training to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Maintains clean, organized health clinic
- Provides health education, and Coordinates school and community health activities
- Maintains data/reports outlined in the Health Services Manual
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors, and principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with transportation for the safe transportation of students.

**Terms of Employment:**

The Licensed Practical Nurse will be employed for a nine (9), eleven (11), or (12) twelve-month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

HR 3.10.19

## 24. Licensed Practical Nurse Float

### LICENSED PRACTICAL NURSE FLOAT

**Qualifications:**

- Currently licensed to practice in Missouri as an LPN
- CPR certified
- Hepatitis B Vaccine series
- Demonstrates ability to work effectively under the direction of an RN
- Demonstrates ability to work and communicate cooperatively with others
- Displays the ability to multi task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift and reposition weight

**Fair Labor Standards Act Status:** Non-Exempt

**Reports To:** Director of Health Services

**Job Goal:**

The school nurse strengthens and facilitates the educational process by protecting the health status of children by identifying and assisting in the removal or modification of health related barrier to the learning process. The major focus of school health services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment and referral procedures.

**Performance Responsibilities:**

A. Direct Nursing Care Activities as delegated by Director of Health Services or RN:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan (s) as directed
- Develops and implements Emergency Action Plan (s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the PST team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines, providing medication delegation training to staff
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Maintains clean, organized health clinic
- Acts as a role model and resource person for staff
- Provides professional, respectful, and compassionate care to students, parents, staff and community; demonstrate flexibility in meeting challenging needs
- Provides health counseling for staff and supports employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Attend health services professional development meetings
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services
- Position requires daily traveling between school district buildings to assist as directed by the Director of Health Services.

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's, counselors, and building principals to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students
- Collaborates with transportation for the safe transportation of students.

**Terms of Employment:**

The Licensed Practical Nurse will be employed for a nine (9), eleven (11), or (12) twelve-month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

HR 3.10.19

## 25. Health Services Secretary

### **HEALTH SERVICES SECRETARY**

#### **Qualifications:**

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or college work related to secretarial training preferred
- Experience as a receptionist or secretary preferred
- Computer skills and/or experience required: Microsoft Office
- Typing and/or keyboarding skills required
- Excellent communication and interpersonal skills
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- CPR and First Aid certification, required
- Hepatitis B Vaccine series
- Experience in school or public health, preferred
- Able to comfortably lift and reposition weight

#### **Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Director of Health Services

#### **Job Goal:**

Provide skillful and productive operation of the office in order to assure a positive impact on the Independence School District's Health Services Programs. Ensure completion of health screenings, wellness policies, and activities

#### **Performance Responsibilities for Health Services Office Personnel:**

- Performs various office management tasks
- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Performs duties to achieve high levels of customer service
  - a. Answers telephone in a pleasant and respectful manner and routes calls to appropriate personnel
  - b. Deals courteously with visitors, parents, students, and staff
  - c. Cooperative, flexible and shows good judgement/discretion in interpersonal interactions
  - d. Represents self, school and District positively
- Responds in a timely manner to informational requests
- Assists Director of Health Services with tasks associated with budgeting, requisition and bookkeeping tasks

- Assists Health Services in maintaining records and reports necessary to document achievement in Health Service goals and objectives
- Orders materials and supplies as requested by Director of Health Services
- Assists in clinics during times of short staffing
- Maintains accurate daily clinic logs of visits to health clinic by student or staff
- Compiles and submits weekly/monthly reports as determined necessary by the Director of Health Services
- Available for all clinics in time of need or disease outbreak situations
- Assists in organizing and implementing health fairs and educational events
- Maintains confidentiality according to HIPAA and FERPA guidelines
- Performs other duties as assigned

**Terms of Employment:**

Health Services Secretaries will be employed for nine, eleven, or twelve-month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services, using the Independence School District Performance Based Evaluation - Office Personnel.

4/5/19

## 26. Health Education Screener

### HEALTH EDUCATION/SCREENER

#### **Qualifications:**

- High School Diploma required, Associates Degree or 60 college hours, preferred
- CPR and First Aid Certification required
- Hepatitis B Vaccine series
- Health related training, preferred
- Two years experience working with young children within the health care field, preferred
- The ability to establish priorities, implement goals, and multi task
- The ability to communicate clearly and concisely, both orally and in writing
- The ability to learn and follow screening protocols
- Computer skills and willingness to learn new software
- Able to comfortably lift and reposition weight

**Fair Labor Standards Act Status:** Non-Exempt

#### **Reports to:**

Director of Health Services

#### **Job Goal:**

Works as part of a multidisciplinary team to ensure completion of health (height, weight, vision, hearing, dental, blood pressures, et.al) and developmental screenings as required by Independence School District protocols and Head Start Performance Standards.

#### **Performance Responsibilities:**

- Works with Director of Health Services in collaboration with nurses and content area specialists to coordinate administration of screenings
- Assists nursing staff in maintaining records and reports related to screenings
- Inputs student outcomes related to screening in designated data system
- Collaborates with nursing staff and content area specialists to report results of screenings
- Schedules and coordinates screening dates and times with program staff
- Maintains appropriate documentation for screenings and follow up
- Communicates with parents/guardians regarding the results of health screenings and follow up
- Maintains client confidentiality under HIPAA and FERPA
- Follows District policies and procedures
- Submits physical examination and tuberculin screening annually
- Assists in clinics during times of short staffing as directed by Director of Health Services
- Performs other duties as assigned by Director of Health Services

**Terms of Employment:**

The Health Education/Screeners will be employed for eleven month positions. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the immediate supervisor, using the Independence School District Performance Based Evaluation- Office Personnel.

HR 3/10/2019



## 27. BSN Registered Professional Nurse

### **BSN/REGISTERED PROFESSIONAL NURSE**

#### **Qualifications:**

- Registered Professional Nurse, licensed in Missouri
- Bachelor of Science in Nursing Degree from an accredited college or university required
- CPR certified (instructor certification preferred)
- Hepatitis B Vaccine series
- Three to five years of experience working with children/adolescents preferred
- Individual who can provide leadership and supervision to staff
- Understands and respects confidentiality of information
- Displays the ability to multi-task
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Able to comfortably lift and reposition weight

**Fair Labor Standards Act Status:** Non-exempt

#### **Reports to:**

Director of Health Services

Building Principal

#### **Job Goal:**

The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school nursing services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The school nurse is prepared and uniquely qualified in preventative health, health assessment, and referral procedures.

#### **Performance Responsibilities:**

A. Functions of the school nurse include but are not limited to:

- Promotes and protects the optimal health status of children
- Provides health assessments and documents appropriately
- Develops and implements Individualized Health Plan(s)
- Develops and implements Emergency Action Plan(s) as directed
- Collects, maintains, evaluates, and interprets health data of children
- Participates as the health team specialist on the child education evaluation team to develop the Individual Education Plan and 504 Plans
- Promotes and assists in the control of communicable diseases
- Administers medications according to district guidelines
- Maintains confidentiality under HIPAA and FERPA guidelines
- Recommends provisions for a safe school environment
- Provides health education
- Maintains data/reports outlined in the Health Services Manual and State Contract
- Coordinates school and community health activities
- Acts as a resource person in promoting health careers
- Provides health counseling for staff and support employee wellness programs
- Supports and follows district policies, procedures, and guidelines
- Screens students according to screening guidelines, enters data and follows referral/case management protocols
- Performs other duties as assigned by Director of Health Services

B. Direct Education and Assistive Activities:

- Participates in educational health programs/presentations/screenings
- Provides escorts and assistance to students as necessary
- Alerts teachers/staff to special needs of individual students
- Collaborates with FSL's and counselors to identify and solve problems
- Collaborates with Nutrition Services for special nutritional needs of students

**Terms of Employment:**

The Registered Professional Nurse will be employed for a nine (9), eleven (11), or twelve (12) month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Director of Health Services and the Principal, using the Independence School District School Nurse Performance Evaluation form.

HR 3/10/2019

## **28. Early Education Program Support Specialist Health**

### **EARLY EDUCATION PROGRAM SUPPORT SPECIALIST - HEALTH**

#### **Qualifications:**

- Currently licensed to practice in Missouri as an LPN or RN
- CPR certified
- Hepatitis B Vaccine series
- Demonstrates ability to work effectively under the direction of an RN
- Demonstrates ability to work and communicate cooperatively with others
- Displays the ability to multi task
- Represents the District in a professional manner
- Is capable of traveling to various work sites
- Is physically capable of assisting student with health care needs that may require lifting, positioning, transferring, restraining or transporting within the school environment and during school events
- Understands and respects confidentiality of information
- Individual who can provide leadership and supervision of staff
- Supervisory experience preferred

#### **Fair Labor Standards Act Status:**

#### **Reports To:**

Deputy Superintendent or designee

#### **Job Goal:**

The Early Education Program Support Specialist-Health strengthens and facilitates the educational process by protecting the health status of children by identifying and assisting in the removal or modification of health related barriers to the learning process. The major focus of school health services is the prevention of illness and disability, health promotion, and the early detection and correction of health problems. The Early Education Health Program Support Specialist is prepared and uniquely qualified in preventative health, health assessment and referral procedures.

#### **Performance Responsibilities:**

- Provide and/or assist with staff professional development through planned training opportunities, following State Regulation and Head Start Performance Standards

- Submit verbal/written reports to Early Education Coordinators and Early Education Principals on the status of centers under their scope of responsibility a minimum of twice per month
- Collaborate as a member of the Early Education Support Team, to include staff working in the areas of mental health, disabilities and family and community partnerships
- Develop and maintain positive working relationships with key building and Head Start Early Education personnel
- Work with Head Start Early Education programs to ensure all programs are braided to facilitate quality assurance and required program components
- Submit initial physical upon hire then every two (2) years after
- Submit initial tuberculin screening upon hire

A. Direct Nursing Care Activities as delegated by Director of Health Services or Early Education Principal:

- Alerts teachers/staff to individual student needs
- Lead and Hemoglobin testing, per parent consent, as needed to meet requirement for ISD and Partnerships
- Monitor immunization compliancy
- Work with screeners, Family Service Specialist/Early Education Specialist and parents to see referral process through to completion as well as to enter related data
- Monitors Individualized Health Care Plans to ensure completion of required forms and to determine if more information is needed for child safety
- MAHS Monthly Monitoring Meetings in review of Health, Nutrition and Safe Environments with MARC Health Specialist and QA Specialist
- Provide First Aid Training for staff and provide certificate of completion and information of training to data entry, Human Resources, participant and employee site file, as needed
- Ensure compliancy of Teen Mom Program requirements by visiting new moms with newborns at home within two (2) weeks of delivery
- Monitors communicable disease control and prevention
- Monitors supplies and requests replacements as needed
- Monitors site reports and compliance for Head Start guidelines and district guidelines
- Supports and follows district policies, procedures and guidelines
- Provides monthly report to Director of Health Services
- Performs other duties as assigned by Director of Health Services and/or Early Education Principals

**B. Direct Educational and Assistive Activities:**

- Coordinates and/or participates in educational events/programs/presentations/screenings for staff, schools and/or the community
- Acts as a nurse case manager to follow up on completion of referrals
- Provides nursing and health education and medication administration training to childcare providers/staff
- Collaborate with Nutrition Services for special health care needs of students
- Provides escorts and assistance to students as necessary

**Terms of Employment:**

The Early Education Program Support Specialist-Health will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Deputy Superintendent or designee and Director of Health Services using the Independence School District School Early Education Program Support Specialist Performance Evaluation forms.

HR 3.10.17

## **III. Salary Scales**

## 29. Health Services Staff Salary Scale

To view the 2019-2020 Health Services Salary Scales, please visit: [https://www.isdschools.org/hr/employee\\_handbook/2019-2020/salary\\_schedules/index.html#health\\_svc](https://www.isdschools.org/hr/employee_handbook/2019-2020/salary_schedules/index.html#health_svc)

## **IV. Performance Based Evaluations**



## **30. Health Services Performance Based Evaluations**

To view the Performance Based Evaluations for Health Services Staff, please contact your supervisor.

## V. Employment Calendars

## 31. Health Services Employment Calendars

To view the 2019-2020 Health Services Calendars, please visit: [https://www.isdschools.org/hr/employee\\_handbook/2019-2020/calendars/index.html#health\\_svc](https://www.isdschools.org/hr/employee_handbook/2019-2020/calendars/index.html#health_svc)