

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/10	<u>PROGRAM ASSOCIATE, NURSE, HEALTH SERVICES</u>	1.8.2.5
Effective Date	Job Title	Index

1. Primary Function: Conduct and coordinate the school health services program and provide direct services to students.
2. Responsible to: Coordinator and Director, Student Services.
3. Responsibilities:
 - 3.01 General:
 - 3.01.01 Provides leadership to the school health services program.
 - 3.01.02 Collaborates with school administrators and other school staff to develop prevention oriented health services, policies, and procedures.
 - 3.01.03 Periodically reviews Nurse HelpLine protocols
 - 3.01.04 Coordinates District compliance with Oregon immunization law.
 - 3.01.05 Provides consultation, nursing assessments, direct services and delegates healthcare
 - 3.01.06 Develops protocols and procedures for handling emergencies and routine school nursing activities for severely disabled students.
 - 3.01.07 Consults with special education personnel regarding the nursing needs of students with special health problems to facilitate their school placement.
 - 3.01.08 Collaborates with Marion County Health Department regarding communicable diseases.
 - 3.01.09 Provides, in coordination with school health nurses and others, inservice opportunities for education personnel and others regarding health care topics.
 - 3.01.10 Maintains professional skills and expertise by participating in workshops and other continuing education and professional growth opportunities
 - 3.01.11 Works cooperatively with Student Services Administrative Assistant 1.
 - 3.01.12 Prepares annual report for area of responsibility and submits it to the Student Services supervisor.
4. Minimum Qualifications:
 - 4.01 A valid Oregon license to practice as a registered nurse.
 - 4.02 Bachelor's degree.
 - 4.03 Experience in pediatrics, developmental disabilities, or a community health program.
5. Minimum Term of Employment: Teacher contract, plus 5 days.
6. Salary Level: Teacher salary schedule, plus Program Associate differential.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____