



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Nurse - Medically Complex**
Job Family: **Licensed**
Prepared/Revised Date: **January 24, 2024**

FLSA Status: **Exempt**
Pay Range: **T Salary Schedule**
Job Code: **23302**

SUMMARY: Responsible for delivering health care and services to medically complex students in schools and providing other services to allow students to remain in school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS
1. Provide direct nursing services to medically complex students as a related service provider in an Individualized Educational Plan or 504 plan. Nursing care may include but is not limited to the following: performing nursing assessments, procedures (tube feedings and care, transfers and positioning, blood glucose monitoring, pulse oximetry, tracheostomy care, suctioning, catheterizations, diapering/toileting/hygiene care), administration of oxygen and/or medications or treatments according to medical orders and written care plans. Delegations may be performed as appropriate per nursing judgement.
2. Collaborate with: a. Integrated Services teams to support staff working with medically complex students. b. Families to ensure consistency with implementation of health care plans and regular communication between home and school regarding health conditions and status. c. Medical providers and school nurses to ensure plans are thorough and cover all aspects of the school day, including transportation and participation in school-sponsored activities.
3. Participate in: a. IEP or other team meetings pertaining to the student(s) in their care. b. Department, team, building, and district meetings and discussions. c. Professional growth opportunities.
4. Maintain records regarding health status of students with the assurance of privacy and confidentiality in compliance with FERPA law.
5. Demonstrate a commitment to: a. Understand, appreciate, and make accommodations for student diversity. b. Include and engage families in the student's education and health care needs in school. c. Support all Poudre School District policies, procedures, and expectations. d. Provide personal and professional excellence.
6. Accompany student at all times on school district premises (possibly including transportation to and from school), and when participating in any curricular or extracurricular district-sponsored programs or activities such as field trips.



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| 7. Become familiar with:
a. The implementation of the student's emergency transportation procedures and being prepared to carry out those procedures.
b. The implementation of the student's emergency medical procedures and being prepared to carry out those procedures.
c. The implementation of the school's emergency procedures and being prepared to carry out those procedures. |
| 8. Attend work and arrive in a timely manner. |
| 9. Perform other duties as assigned. |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in nursing required.
- Experience in public health and/or pediatric intensive/home health care preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado Special Services license with appropriate endorsement in nursing, or necessary credential to obtain, required.
- Current Colorado nursing license required.
- American Heart Association or Red Cross BLS level CPR and First Aid certifications.
- Instructor training for CPR/First Aid needed within two years of hire, provided by the district.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Math and accounting skills.
- Critical thinking and problem-solving skills.
- Bilingual oral and written communication skills preferred.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to be a part of and work with a team.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to model professionalism and have courageous conversations following ethics and principles of nursing practice.
- Ability and willingness to train, delegate, and supervise nursing procedures, allowable in Colorado Nurse Practice Act, to unlicensed assistive personnel who are employed by Poudre School District.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.



MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X	x	
Negotiate	X	x		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	