



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #10-2024

Opening Date: June 3, 2024
Closing Date: Open Until Filled
Position Title: School Nurse
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the Principal(s)/Director, the School Nurse is responsible to develop, implement, and manage a school health program for a student population. Responsibilities include program management, nursing services, collaboration, health education, and professional practice. Identifies the health care needs of specific student populations and the availability of health services/resources; Plans and implements services to meet those health care needs; Assesses and evaluates the effectiveness of the services and health care plans. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Must have valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in the State of New Mexico. Minimum one (1) year experience in public health nursing, community health nursing, school health nursing, or pediatric nursing. Must maintain and have valid current Certification in Cardio-Pulmonary resuscitation and First Aid from a recognized provider.

OTHER REQUIREMENTS:

**Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s), licensure(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: School Nurse
Department: Laguna Elementary and Middle Schools/Preschool Head Start
Reports To: Principal(s)/Director
FLSA Status: Exempt – School Year

SUMMARY

Under direction of the Principal(s)/Director, the School Nurse is responsible to develop, implement, and manage a school health program for a student population. Responsibilities include program management, nursing services, collaboration, health education, and professional practice. Identifies the health care needs of specific student populations and the availability of health services/resources; Plans and implements services to meet those health care needs; Assesses and evaluates the effectiveness of the services and health care plans. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides medically prescribed interventions, including medication administration (based on state regulations), and provides care to ill children on a daily basis, including first aid to injured students and staff.
- Coordinates and participates in the establishment, review and implementation of school health/services policies and procedures.
- Assures that such policies and related procedures adhere to legal and regulatory requirements and ethical standards of nursing practice.
- Serves as the health care consultant for school personnel, students, and their parents/families.
 - Interprets the health status of students to parents and school personnel.
 - Initiates referral to parents, school personnel or community health resources for intervention, remediation and follow-through.
- Assures that school health services and activities are appropriately documented.
- Coordinates Title IV with Principal(s).
- Promotes and protects the optimal health status of school-age children.
 - Obtains a health history of child.
 - Screens and evaluates findings of deficit in vision and hearing.
 - Refers for follow up evaluation when needed.
- Maintains, evaluates and interprets cumulative health data to accommodate individual needs of students.
- Plans and implements school health management protocols.
- Develops procedures and provides for emergency nursing management for injuries/illnesses.
- Serves as a resource person to the school staff members in health instruction.

MINOR RESPONSIBILITIES:

- Maintains comprehensive school health records.
- Maintains the school clinic (equipment and supplies).

- Attends and participates in professional development activities.
- Assists in the development of individualized student health care plans.
- Participates in student centered school team meetings, as appropriate.
- Acts as a resource for health education.
- Follows all OSHA regulations.
- Other duties as requested.

COMMUNICATION REQUIREMENTS:

- Regular telephone and in-person contact with administrators, school staff, parents and health agencies.

QUALIFICATIONS:

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.

EDUCATION and/or EXPERIENCE:

Must have valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in the State of New Mexico. Minimum one (1) year experience in public health nursing, community health nursing, school health nursing, or pediatric nursing.

SKILLS and ABILITIES REQUIRED:

- Evidence of excellent interpersonal skills.
- Possesses self-discipline.
- Demonstrates initiative.
- Possesses excellent organizational and time management skills.
- Can maintain confidentiality of information.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Basic computer skills.

Basic knowledge and use of word processing (e.g. Microsoft Word)

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid license to practice as a Registered Nurse (RN) or a Licensed Practical Nurse (LPN) in the State of New Mexico.

Must maintain and have valid current Certification in Cardio-Pulmonary resuscitation and First Aid from a recognized provider.

Valid New Mexico Driver's License; personal vehicle and proof of private insurance required.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel, such as keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with other staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate/high.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.