



**Job Title:** Nurse

**Department:** Student and Family Support Services

**Reports to:** Director of Health and Wellness and Site-Based Administrator

**Number of Days:** 183

**Compensation:** Teachers Salary Schedule

**Overtime Status:** Exempt

**Last Revised Date:** August 7, 2019

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Works with students and the entire school community supporting health needs such as medication administration, first aid, immunization compliance, and workers compensation documentation, etc. Under the supervision of the Site Administrator and Director of Health and Wellness. Computer use for tasks such as email, submitting attachments, reports, online supply orders, etc.

**Minimum Qualifications:****Education:**

- Licensed Registered Nurse

**Specialized Knowledge, Licenses, etc.:**

- Oklahoma School Nurse Certification

**Experience:**

- School nurse experience a plus

**Other:**

- First Aid/CPR/AED Certification

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

*School Health Management:*

- Cooperate with school personnel in identifying and meeting physical, social, and emotional needs of school children
- Promote and maintain a safe and healthful environment for students, staff, and families
- Counsel with students, parents, and school personnel regarding health problems and health behavior
- Collect and assess health status data using the student, family, health care professional, and in some cases the Health Assistant; methods of data collection may include observation, screening, physical assessment, intervention, review of records and reports
- Provide first aid and emergency care to students and staff, notifying parents, legal guardian(s) or person responsible for student's care, as indicated
- Organize and conduct screening programs, i.e. vision, hearing, height, weight, scoliosis, and communicable diseases; refer students, parents, and staff to appropriate community resources as needed
- Work with school personnel and Health Assistants to ensure students meet State immunization requirements; monitor status of student immunizations
- Assume responsibility for the maintenance, administration, and control of medications, including narcotics
- Make home visits as needed
- Assure school accident reports are filed as needed and assist school personnel with corrective action as appropriate
- Keep accurate and up-to-date list of children with special health needs
- Consult with physician and other health care professionals as needed
- Provide an environment conducive to privacy, confidentiality, and efficiency
- Formulate nursing diagnosis based on comprehensive assessment and appropriate nursing theory
- Develop, implement, and evaluate Individual Health Plans for students with health needs

*Clinic Management:*

- Maintain accurate, up-to-date health records and record-keeping materials
- Observe schedules, policies and procedures as directed by Health and Wellness

- Systematically record data on cumulative health records and interpret according to norms; referrals made as appropriate
- Supervise and assist in teaching health policies, procedures, and protocols to Health Assistants and designated employee

*School/Community Relations:*

- Demonstrate knowledge of available community services by making referrals as appropriate
- Maintain open lines of communication with students, school, personnel, families, and the community in order to address questions and concerns about school health
- Assist in identification of students at risk for physical and psychosocial problems  
Communicate health needs to other school personnel as appropriate
- Report incidents of suspected child abuse, according to State Law and TPS policy, and assist school personnel and administrators as needed
- Act as health advocate on behalf of the student and family as appropriate

*Health Education:*

- Assist students, families, and school personnel in the attainment of developmentally appropriate health goals through health education and counseling
- Consult with staff in the development and implementation of new or revised Health curricula
- Promote both formal and informal health education for students, parents, and staff
- Develop a yearly health education plan that incorporates all grade levels
- Provide health counseling and refer to appropriate professionals as needed
- Conduct in-service programs for school personnel
- Assist school personnel in obtaining health materials, supplies, and equipment; provide instruction in proper use, care, storage, and protection of equipment
- Take an active role in developing health related curriculum and instruction of students in this curriculum, as well as State mandated health education, i.e. HIV/AIDS

*Other:*

- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Customer Contacts:**

- *Internal:* Students, families, school community
- *External:* Outside and school-based providers

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to reason, prioritize, and triage health related situations
- Ability to seek assistance and make appropriate contacts
- Ability to adhere to administrative hierarchy
- Ability to work collaboratively with others on a team

**Supervisory Responsibilities:**

- When needed, assisting with appropriate delegation with unlisted assistive staff and district staff

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- School environmental issues that may arise such as heating/cooling, plumbing, etc.

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*