



**Warren Woods Public Schools**  
**Human Resources Department**

**NOTICE OF VACANCY**  
**BEGINNING 2018-2019 SCHOOL YEAR**

<b>POSTING DATE:</b>	June 15, 2018	<b>REPORTS TO:</b>	Building Principal and Director of Special Services
<b>POSITION:</b>	Certified School Nurse/POHI Nurse Consultant (K-8)	<b>SALARY:</b>	Per WWEA CBA
<b>LOCATION:</b>	District Wide	<b>BENEFITS:</b>	PER WWEA CBA
		<b>DEADLINE:</b>	Until Filled

**APPLICATION PROCESS:** For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website** at [www.warrenwoods.misd.net](http://www.warrenwoods.misd.net) by the deadline.

**SUMMARY:** Certified School Nurse for Special Education POHI County Programs at Warren Woods MS and Warren Woods HS as well as General School Nurse responsibilities for all district buildings.

**EDUCATION/QUALIFICATIONS:**

- RN License, Bachelor's Degree from accredited university
- Pediatric or community health experience
- Experience with chronic disease management
- Experience with Ventilator management desirable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as liaison between the school staff, family, and family physicians to promote effective patient case management
- Consult with staff and IEP teams.
- Identify and assess and evaluate the health status of the pupil in order to make a nursing diagnosis.
- Interpret individual student's health status and plan action for eliminating, minimizing, or accepting the health problems that interfere educational benefit.
- Trains and delegates Health Care paraprofessionals and staff as needed on daily management of chronic illness and potentially emergent situations for, but not limited to: Chronic conditions (diabetes, asthma, seizures, severe allergies), medically complex conditions (tube feedings, tracheostomy care, catheterization, ventilator care.
- Mental health support
- Emergency care
- Injury and illness care and prevention
- Enforces established infection control policies and procedures on the exclusion and readmission of students with infectious and contagious diseases.
- As a special education team member, initiates modifications in the educational program when indicated by the health or developmental status of the pupil and assists with formulating an appropriate health care plan.
- Provide on going supervision to designated staff.
- Obtain physician and parent authorization where indicated.
- Recommends modifications of the student's educational program/environment.
- Ensures that sanitary standards of the school's health clinic are being met and maintains OSHA standards regarding blood borne pathogens and other potentially infectious body materials.
- Records proper documentation of health records on all students, including IEP reports.
- Aids with requisitions needed for supplies and equipment.
- Maintains professional competence and seeks professional development.
- Perform other duties as may be assigned by administration.

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**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on content, curriculum and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

### **WORKING CONDITIONS – MINIMUM QUALIFICATIONS**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; content knowledge; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; and ability to withstand the physical and mental rigors of teaching.

#### **RESPONSIBILITY**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

#### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires sitting, walking and standing. This job is performed in a generally clean and healthy environment. Noise level may vacillate from quiet to loud in varying degrees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed mainly indoors and occasionally outdoors.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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 frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and educational equipment. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

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In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417

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