



**Montezuma-Cortez School District RE-1  
EVERY STUDENT. EVERY DAY.**

**Position: Nurse**

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** Works to advance the well-being, academic success, and lifelong achievement of students. The roles of the school nurse include manager of the health care program, deliverer of health services, advocate of health rights of children, and promoter of sound health care practices within the school setting. The school nurse performs duties in a manner consistent with professional standards, the Colorado Nurse Practice Act, other state, and local statutes and/or regulations applicable to school nursing practice and adheres to school district policies.

**Typical Responsibilities:**

**Manager of Health Care:** Assist administrators in developing school health policies, procedures, goals and objectives for the school district and monitor compliance. Attend committee meetings, in-services, and conferences regarding health services. Coordinate district's health and nursing services by updating and maintaining cumulative health and immunization records, supervising the completion of accident and incident reports, managing mandated programs, providing statistical summary reports on a monthly and/or annual basis as needed. Supervise paraprofessional staff assigned to the health office.

**Deliverer of Health Services:** Manage the mandated screening program. Identify students with special health concerns or conditions and develop health care actions plans (HCAP) or 504 Plans with specific goals, objectives, and interventions. Perform necessary training and supervision of non-licensed staff on delegated health-related activities. Plan with administrators, teachers, and other school personnel to modify the school environment for children with special health care needs. Respond to building level referrals on health/safety concerns. Assume authority for the care of a student or staff member who has suffered an injury or emergency illness until access to advanced care providers can be secured. Administer first aid in accordance with standard first aid procedures and ensure that designated members of faculty have current first aid/CPR training. Follow communicable disease control procedures, inform, and advise administration and/or parents regarding school exclusion and readmission. Participate as a team member in special education team meetings, reporting on health needs and any screenings and assessments done. Oversee and administer medications in accordance with established policy. Delegate to school level personnel safe the appropriate dispensing of medication and routine first aid according to established guidelines. Participate in the teaching of identified health and safety related topics to students when the need indicates, apart from the health science curriculum. Provide in-service training to staff regarding health-related issues.

**Advocate of the Health Rights of Children:** Report physical and sexual abuse and neglect in collaboration with referring staff member as mandated by law. Monitor school environment and report recommendations for changes to reduce health and safety hazards. Assist in assessing in-school and community health care resources for students. Make home visits when necessary. Serve as liaison between the medical community, the school, and the parents regarding student health concerns.

**Promoter of Sound Health Care Practices:** Assist school personnel in maintaining sanitary standards in schools. Review the school health program, practices, services, and activities to determine if they are valid in light of current standards, and in tune with student health needs and district policy goals and objectives. Review and evaluate personal job performance and maintain professional development through Inservice and/or self-directed professional growth activities. Coordinate or participate in activities of advisory groups affecting health and safety issues and consults with community agencies to assure appropriate utilization of resource. Participate in or initiate research related to student health issues.  
Performs other related duties as assigned or requested.  
Observes all district policies and procedures.

**Essential Physical Demands:**

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

**Education and Experience:**

- Current Colorado Nursing License Required (LPN, RN) RN preferred.
- Bachelor of Science in Nursing preferred.
- CDE Special Services License preferred.
- Current certification in CPR/AED/First Aid.
- Experience working with children, school, or community/public health nursing preferred.
- Supervisor experience helpful.

**Knowledge, Skills, and Mental Ability:** Appropriate assessment and intervention in emergency situations. Knowledge of developmental norms in school-age children. Knowledge and acceptance of diverse populations. Professional personal presentation. Ethical work practices and confidentiality. Ability to prioritize tasks. Ability to organize work schedule and meet deadlines. Flexibility. Effective written and oral communication skills. Good interpersonal relationship skills and ability to work independently and be a team player. Stress management skills. Management and supervisory skills

**Equipment and Materials Used:** includes, but not limited to the following list.

- Stethoscope
- Nebulizer Thermometers
- Telephone and Cell Phone
- Blood pressure cuff
- Audio Visual Equipment Audiometer
- Fax Machine Vision screening equipment
- Copy Machine
- Glucometer
- Computer Peak Flow Meter
- Personal automobile and insurance Oscope
- Stadiometer

**Supervisory Duties:** None

**Reports to:** Director of Health Services

Works collaboratively with building administrators, secretaries and special education service providers and peers.

**Working Conditions:** Exposure to infectious disease. Exposure to body fluids. Use of visual display terminal. Work in areas of fluorescent lighting.

**Candidate Profile**

|                                     |  |
|-------------------------------------|--|
| <b>Education and Certification:</b> | <ul style="list-style-type: none"> <li>• Current Colorado Nursing License Required (LPN, RN) RN preferred.</li> <li>• Bachelor of Science in Nursing preferred.</li> <li>• CDE Special Services License preferred.</li> <li>• Current certification in CPR/AED/First Aid.</li> </ul>   |
| <b>Experience and Skills:</b>       | <ul style="list-style-type: none"> <li>• Ability to understand and follow oral and written instructions.</li> <li>• Flexible and maintain a positive attitude.</li> <li>• Work cooperatively with supervisors and coworkers</li> </ul>   |
| <b>Culture and Fit:</b>             | <ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality</li> </ul> |

**Physical Requirements and 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: |           |            |          |
|--------------------------------------|------------|-----------|------------|----------|
|                                      | None       | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                                |            |           |            | X        |
| Walk                                 |            |           |            | X        |
| Sit                                  |            | X         |            |          |
| Reach with hands and arms            |            |           | X          |          |
| Use hands to finger, handle, or feed |            |           | X          |          |
| Climb or balance                     |            | X         |            |          |
| Stoop, kneel, crouch or crawl        |            | X         |            |          |
| Talk                                 |            |           |            | X        |
| Listen                               |            |           |            | 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   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

| Work Environment:                     | Amount of: |           |            |          |
|---------------------------------------|------------|-----------|------------|----------|
|                                       | 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          | X         |            |          |

| Noise Level: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     |                |
| Loud         | X              |
| Very Loud    |                |

| Mental Functions:    | Amount Of: |           |            |          |
|----------------------|------------|-----------|------------|----------|
|                      | 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         |            |          |
| Negotiate            |            | X         |            |          |

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

# NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** (*Title II/ADA, Title VI*)

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** (*Section 504*)

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

**Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

11.28.23 DKR

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*