



Columbia Gorge Educational Service District
Job Description – Whole Child Nursing Administrator

Title: Whole Child Nursing Administrator
Department: Office of Superintendent
Classification: Non-Licensed Administrator
Supervised by: Superintendent or Designee
Work Year: 154 Days (.7 FTE of 220 days)

Job Purpose Statement:

The Whole Child Nursing Administrator addresses the most critical both physical and social-emotional health needs of students served by the Columbia Gorge Education Service District. The purpose is to advance the equitable well-being, academic success and health of students, focusing on those most in need. All services are provided within the context of standards of nursing practice and in accordance with State laws and regulations and district policies and procedures.

Job Qualifications, Licensure, Certification:

- Registered Nurse through the Oregon State Board of Nursing
- Possession of, or ability to qualify for, an Oregon School Nurse license through Teacher's Standard and Practices Commission (TSPC).
- Bachelor's Degree (required), Master's Degree (preferred) in Public Health, Nursing, Nutrition/Dietetics, Social Work, Health Education, Public Administration or other similar field or related professional experience
- Three (3) years of nursing experience in a public health setting
- Ability to communicate in Spanish (written and verbal) - *preferred*
- Classroom teaching experience - *preferred*

Knowledge, Skills, and Abilities:

1. Cultural Responsiveness: Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities.
2. Accountability: Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. Accuracy and Attention to Detail: Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. Planning, Organization and Prioritization: Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. Recordkeeping and Documenting: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.



6. Teamwork: Works collaboratively with others to achieve shared goals and make decisions.
7. Communication: Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

Essential Job Functions:

1. Consults with Columbia Gorge ESD school districts in regard to their nursing and student health programs to provide recommendations on best practices;
2. Evaluates services in the school health program(s) to plan and deliver more comprehensive services for students including the provision of Telehealth services in rural or remote areas with less access to mental and behavioral health;
3. Convenes school health professionals throughout the County to share information and best practices;
4. Liaisons with local and state officials regarding opportunities to increase health services to produce equitable outcomes for students;
5. Collaborates with groups and individuals who are stakeholders in student and community health;
6. Attains and integrates evidence-based knowledge and clinical competency, including appropriate technology and service delivery;
7. Coordinates the delivery of school health services, including health screenings, communicable disease control, health education, and environmental monitoring;
8. Develops nursing programs, policies, procedures and standards, recommendations regarding statistical requirements, program changes and staffing to ensure quality;
9. Provides health guidance to prepare students to participate knowledgeably in their own health care;
10. Provides and incorporates new nursing theory into clinical practice;
11. Initiates, facilitates, and interprets preventative, developmental and diagnostic procedures within the field of practice;
12. Directs staff development activities including individual guidance and recommendations for staff education and in-service;
13. Attends staff development programs and clinical practice seminars as needed;
14. Serves on advisory committees/consultation for health accommodations necessary to support student individual education care plans (i.e. 504 and IEP);
15. Assists in the formulation of a district's wellness and health program including: nutrition services, health services, health and safe school environment, and parent, community involvement, and health education;
16. Maintains knowledge of the documentation requirements for all state and federally mandated student health records including physical examinations and immunizations required by law;
17. Supervises the reporting of any known or suspected communicable disease cases to the local health department;
18. Maintains working knowledge of applicable laws and nursing practice regulations and standards;
19. Maintains valid driver's license and vehicle available for use on the job;
20. Proficiently navigates internal and external data systems, including data entry and report production pertinent to delivery of school health services;
21. Maintain regular attendance and promptness in reporting for duty, as well as timeliness in submitting required reports and other professional paperwork;



22. Reflect on current performance, identify professional goals and participate in staff development activities which contribute to individual and system wide improvement;
23. Comply with District and State standards of professional conduct;
24. Corresponds with district staff and stakeholders;
25. May be asked to translate, *if applicable*;
26. Is proficient in working with families, students and staff from multiple cultures and socio-economic statuses;
27. Facilitates grants related to the provision of mental, behavioral and physical health services in schools.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Demonstrates professional character in all job responsibilities. Displays courteous, polite disposition, exercising tact and diplomacy. Maintains confidentiality in all aspects of the agency.
- Attend training related to professional growth to stay current on best practices.

Physical Requirements:

1. **In an eight-hour day employee may:**

a. Stand/Walk	☐ None	☐ 1-4 hrs	☒ 4-6 hrs	☐ 6-8 hrs
b. Sit	☐ None	☐ 1-3 hrs	☐ 3-5 hrs	☒ 5-8 hrs
c. Drive	☐ None	☐ 1-3 hrs	☒ 3-5 hrs	☐ 5-8 hrs
2. **Employee may use hands for repetitive:**

☒ Single Grasping	☒ Pushing and Pulling	☐ Fine Manipulation
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3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes	☒ No
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4. **Employee may need to:**

a. Bend	☐ Frequently	☒ Occasionally	☐ Not at all
b. Squat	☐ Frequently	☒ Occasionally	☐ Not at all
c. Climb Stairs	☐ Frequently	☒ Occasionally	☐ Not at all
d. Lift	☐ Frequently	☒ Occasionally	☐ Not at all
5. **Lifting:**
☐ **Sedentary Work:** Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.



- {x} **Light Work:** Lifting 25 pounds occasionally with frequent sitting and occasional standing/walking.
- { } **Medium Work:** Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date