

## Heber Overgaard Unified School District #6

March 31, 2021

Position Deadline: **Open Until Filled**

Heber/Overgaard U.S.D. #6  
PO Box 547  
3375 Buckskin Canyon Rd  
Heber, AZ 85928  
Phone (928)535-4622 / Fax (928)535-5146  
Email: [hr@h-oschools.org](mailto:hr@h-oschools.org)

### General Posting

#### Notice

Heber-Overgaard Unified School District #6 has a 10 month School Nurse position available. Please see attached job qualifications / description.

Position will be 8 hours/day benefited, Monday through Thursday and will start August 2021 upon Board approval. \*Submit resume and application. H/O USD #6 is an equal opportunity employer.

\*If you are a current employee for the Heber-Overgaard Unified School District #6 you only need to send us a letter of intent. For those not currently employed by the District you must fill out an application. Application procedures can be downloaded from our website at [www.heberovergaardschools.org/employment](http://www.heberovergaardschools.org/employment). Please contact Maura Chisam (x5001) for any further details on the posting above.

#### **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Heber-Overgaard Unified School District are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination: Ron Tenney, 928-535-4622 x 5000.

## Heber Overgaard Unified School District #6

### Job Description School Nurse

#### Minimum Requirements:

Qualified to practice as a RN, LPN or Paramedic in the State of AZ and holds an unrestricted license.  
Minimum of 1 year experience in public health nursing, community health nursing, school health nursing or pediatric nursing preferred.

Certified in CPR and First Aid

Has a valid AZ driver's license

#### Essential Duties and Responsibilities:

- Collects and reviews student immunization histories upon enrollment. Refers unprotected students for appropriate immunizations.
- Promotes wellness and positive health behaviors for students and parents. Serve as a health resource person for students, staff and parents.
- Maintains inventory and proper Health Office supplies.
- Follows guidelines for exclusion from school for children exhibiting signs and symptoms of communicable disease.
- Follows treatment plan for students with chronic diseases/illnesses.
- Maintains individual student health records.
- Supervise and administer student health screenings; document results, report abnormalities and make appropriate referrals.
- Recognize illness and injuries of students and administer appropriate first aid.
- Coordinate reports made to Department of Child Services and police as needed.
- Make home visits as necessary.
- Administer medications as ordered by physician/nurse practitioner and upon request of a parent.
- Participate in IEP's when appropriate. Provide health advice to educational team during IEP.
- Functions as an advocate and assists students with chronic and handicapping conditions to facilitate meeting their health and educational needs.
- Complete district, county and state reports as appropriate/required.
- Provide education to all staff on state mandated trainings, ie Blood Borne Pathogen Training, Epi Pen Training and any other trainings requested by District.
- Update and maintain Exposure Control Plan.
- Provides emergency health care for students and staff.
- Provides health-related education to students and staff in both individual and group settings.
- Oversees infection control measures.
- Actively participates in school safety plans that address school violence, bullying and emergencies that may occur at school.
- Performs other duties as assigned or required.

## Heber Overgaard Unified School District #6

### Essential Functions

- Must be able to work well with children of all ages.
- Travel to 3 campuses daily and as needed.
- Organize a health office and manage time.
- Communicate appropriately and effectively with students, parents, administrators, school personnel and health care providers.
- Be a self-starter or self-motivated.