**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Title:</th>
<th>School Nurse</th>
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<tbody>
<tr>
<td>Classification:</td>
<td>Exempt</td>
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<tr>
<td>Department:</td>
<td>Ambulatory/Clinical</td>
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<tr>
<td>Reports To:</td>
<td>CEO</td>
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<tr>
<td>Supervises:</td>
<td>Licensed Vocational Nurses</td>
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</tbody>
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**PHILOSOPHY**

Beacon Day School dedicates itself to the provision of educational and therapeutic services to students with autism and related disorders. To enhance individual development, we use assessments and behavioral management, integrated with speech and language, occupational therapy and other interventions.

We help our students achieve their personal and educational potential and support their efforts to achieve social competence and acceptance. We also participate in the education and support of family members, professionals and others within the community impacted by developmental disabilities.

Beacon Day School relies on evidence-based education, integrating the professional wisdom of our highly experienced staff with the best available empirical evidence available to make the best decisions about the delivery of instruction.

**DEFINITION**

The Registered Nurse (RN) provides nursing care to students with autism and related developmental disabilities in a school and community settings. The RN is responsible for identifying medical needs of students, balancing multiple medical requests, educating themselves and others as new students health issues arise, supervising LVN staff and making arrangements for immediate and regular nursing care. The RN is a key source of communication between LVN staff, school management team and student parent. This individual will contribute to organizational and departmental continuous performance and quality improvement projects.
ESSENTIAL DUTIES AND RESPONSIBILITIES

• Collaborate, refer and consult with CEO, student’s primary physician, other members of executive management team, LVN staff and teachers to deliver effective, efficient, safe and high-quality nursing care and services to students based on their needs;
• Communicate with student’s parents, physicians and other members of the transdisciplinary team;
• Study and learn medical status, medications and history of students requiring on-going nursing attention while on school campus;
• Develop BDS Nurse policy and procedures;
• Create care plans that lay out step-by-step instructions that are specific to each student;
• Oversee and make sure LVN staff carries out step-by-step instructions/procedures consistent with BDS Nurse policy and procedures handbook;
• Direct and/or participate in case management and continuing care;
• Manage cases of students who may be on several medications and/or requiring nursing intervention;
• Include assessment data, diagnosis and goals into each student’s care plan: ensure all LVN staff as well as other health professionals caring for student have access to it;
• Track everything related to a student’s physical and psychological well-being;
• Ensure all nursing care is documented in the student’s record;
• Determine and implement alternative approaches to helping students by closely working LVN team;
• Train and supervise LVN staff to maintain quality and orient new hires;
• Monitor and administer treatment regimens;
• Maintain control of drugs and medications;
• Float among various clinical services, where qualified and competent;
• Continually develop skills in areas such as pediatrics & polypharmacology, changing g-tubes etc.;
• Continue professional education by attending conferences and training seminars;
• Perform other duties and responsibilities

KNOWLEDGE, SKILLS AND ABILITIES

• A demonstrated understanding of growth and developmental stages of students with autism and related developmental disabilities;
• A demonstrated application of nursing model that will facilitate nursing care in school environment;
• A demonstrated ability to create and implement a nursing care plan;
• Must possess excellent leadership, problem solving and multi-tasking skills;
• Must possess excellent time management skills and know how to prioritize;
• Ability to pay close attention to detail;
• Ability to be adaptable, flexible and think outside the box;
• Ability to follow Beacon Day School policies and procedures;
• Ability to operate a vehicle in order to travel to other sites and locations;
• Ability to compose and comprehend written and oral communication;
• Ability to handle difficult situations that may arise with students, parents, coworkers;
• Maintain sensitivity to ethnic, religious, cultural, economic and sexual differences;
• Ability to write, read and speak in English.

EDUCATION AND EXPERIENCE

• Must be a registered nurse in the state of California
• Bachelor of Science in Nursing (BSN) degree from an accredited four (4) year college/university is required;
• The candidate must successfully pass National Council Licensure Exam (NCLEX);
• Two (2) plus years of nursing experience in the developmental disabilities field.

PHYSICAL REQUIREMENTS

• Employees must be physically and mentally able to perform the essential duties of a position with or without reasonable accommodation and without being a danger to themselves or others;
• Must meet all Pro-ACT standards and safety requirements (light duty is not available)

This is not necessarily a list of all duties, responsibilities, skills, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previously written job descriptions for this position.

This job description is not a contract for employment, and either you or the employer may terminate employment with BDS at any time, for any reason, with or without prior notice.

Beacon Day School is committed to providing equal employment opportunities to all applicants and employees in accordance with all applicable equal employment opportunity laws and regulations.
Code of Ethics

Preamble

The National Education Association believes that the education profession consists of one education workforce serving the needs of all students and that the term 'educator' includes education support professionals.

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one’s colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

PRINCIPLE I

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.

2. Shall not unreasonably deny the student's access to varying points of view.

3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.

4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.

5. Shall not intentionally expose the student to embarrassment or disparagement.

6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
   a. Exclude any student from participation in any program
   b. Deny benefits to any student
   c. Grant any advantage to any student

7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
**PRINCIPLE II**

*Commitment to the Profession*

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist a noneducator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.