



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Registered Nurse / Nutritionist
Reports To: Head Start Principal
FLSA Status: Exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 05/2012
Last Revised Date: 06/2012

Summary: Provides general nursing care and safety/health educational programming to Head Start students, families and/or teaching staff. Administers all compliance scheduling, completion, and tracking of health, diet and mental health program requirements.

Essential Duties and Responsibilities:

- Daily assessment of student's health needs and monitoring of their on-going chronic needs. Initiates daily phone calls to/from parents and agencies related to children's health needs
- Attend family meetings to ascertain appropriate medical attention/treatment required to optimize educational opportunities. Explains treatments to students and parents to gain cooperation, understanding, and allay apprehension
- Administers prescribed medications and treatments in accordance with approved nursing techniques
- Observes student, records significant conditions and reactions, and notifies parent of appropriate agency of student's condition and reaction to drugs, treatments, and significant incidents. Documents medical history and physical assessment for student
- Compiles Medicaid billing as required and responsible for health department reporting (immunizations, disease, etc) TB testing, etc.
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience

Certificates, License, Registration:

Registered Nurse Certification

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening and work in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to read, analyze, interpret data, problem solve, and maintain confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds. The employee must support and transfer students who are unable to completely bear weight on their own with the assistance of other staff. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

This position works in a typical early childhood classroom environment, which includes child size furniture and seating as well as daily interaction with pre-school age children, families, and program staff. Additionally this position works in a typical early childhood outdoor environment. Position stands for extended periods and sits in 13.5" chairs and/or on the floor. Position makes frequent gross and fine motor skills movement including bending, stretching, extending, climbing stairs, kneeling, crouching, reaching, eye/hand/foot coordination and occasional lifting up to 75 pounds. Position utilizes visual and auditory memory and discrimination, reads and writes frequently, must use judgment and make simple and complex decisions. Position covered by the OSHA Final Rule Blood Borne Pathogens Act, Category A and has potential for exposure to communicable disease and pests including but not limited to head lice. This position is a mandated reporter of child abuse/neglect and must have a Department of Humans Services child abuse and neglect clearance.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.