

LICENSED SCHOOL NURSE - REGIONAL



REPORTS TO:	Administrative Director - Student Support Services
GROUP/FLSA STATUS:	Exempt (Professional), Regular, Part-time, 0.5 FTE; 95 days
Salary Range:	\$325.00 - \$375.00 per day
Revised:	05/06/2026

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Licensed School Nurse (LSN) provides contracted nursing services and regional support to member school districts. The primary responsibility of this position is to serve as a contract LSN for districts, deliver direct student health services, overseeing health offices, and ensuring compliance with state and federal requirements.

This position is currently structured as a 0.5 FTE role during the school year, with strong potential to expand into a full-time (189-day) position as district needs and contracted services grow.

In addition to direct service, this role includes consultation, training, and systems support to help districts strengthen health practices and emergency preparedness. This position requires regular travel between districts and the ability to work independently across multiple school sites.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Provide consultation services to district and school teams, including serving as School Nurse of Record and supervising unlicensed assistive personnel.
- Support development, review, and revision of district health policies and procedures, including medication administration, emergency response, and communicable disease protocols.
- Provide guidance and technical assistance related to communicable disease prevention, management, and compliance.
- Support implementation of Cardiac Emergency Response Plans (CERP), including AED audits, placement recommendations, and readiness assessments.
- Facilitate emergency response drills and provide feedback to improve response systems and compliance.
- Coordinate and deliver CPR/BLS/AED certification and general staff health and safety training.
- Provide licensed school nurse service days, including coverage for absences or vacancies.
- Conduct special education health assessments and contribute to evaluation processes.
- Develop and oversee individualized health care plans and delegation of care for student health needs.
- Provide direct nursing services for students requiring non-delegated care.
Participate in IEP, 504, and student support meetings as appropriate.
- Conduct vision and hearing screenings, including re-screening, coordinating referrals and follow-up.
- Review and monitor immunization records and ensure compliance, including ASIR reporting.
- Connect districts with relevant healthcare providers and community resources.
- Support districts in building internal capacity for sustainable health service delivery.
- Other duties as assigned.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor’s degree in nursing or related field.
- Current licensure as a Registered Nurse (RN) and Licensed School Nurse (LSN) in Minnesota.

Preferred Education and Experience:

- Experience working in multiple school settings or districts.
- Experience providing staff training or professional development.
- Experience in policy development and system-level implementation.

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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between SCSC and employee and is subject to change by SCSC as the needs and requirements of the position change.

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- Minimum of three (3) years of experience in school nursing or related healthcare setting.



LICENSES, CERTIFICATES AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Current Minnesota Registered Nurse (RN) license.
- Licensed School Nurse (LSN) certification (or ability to get).
- CPR/BLS/AED Instructor certification (or willingness to obtain).
- Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES: *(Minimum competencies for job performance.)*

- Knowledge of school health practices, regulations, and compliance requirements.
- Strong clinical judgment and decision-making skills.
- Ability to translate regulations into practical, implementable systems.
- Strong organizational and documentation skills.
- Effective communication and collaboration skills across diverse teams.
- Ability to provide training and support adult learners.
- Ability to work independently across multiple sites and prioritize competing demands.

ENVIRONMENT AND PHYSICAL DEMANDS: *(Physical/sensory and environmental conditions.)*

This job operates in a hybrid environment with regular travel to school sites across the region. This role routinely uses standard office equipment such as computers, phones, and documentation systems. The position requires the ability to move between buildings, stand for extended periods of time during training or screenings, and lift and carry materials up to 30 pounds as needed.

POSITION TYPE/EXPECTED HOURS OF WORK: *(Minimum essential factors of daily position.)*

This position is currently a 0.5 FTE role during the school year (mid-August through mid-June), with a flexible schedule based on district needs. As contracted services expand, there is a clear opportunity for the position to grow into a full-time (189-day) role.

Hours of work are generally Monday through Friday, 8:00 a.m. to 4:30 p.m., and align with the school day; however, flexibility is required. Travel within the region is expected to provide onsite services across multiple districts. Occasional evening training or events may be required.

OTHER DUTIES: *(Potential other factors of daily position.)*

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.