**Board Memo**

**DATE:** 5/23/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Student Services

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Revision of Assistant School Nurse Job Description

**Date/Term (Beginning and End Dates/Year)**

July 1, 2022

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

The current Assistant School Nurse job description’s ‘Terms of Employment’ dictate a contract of “180 days + 20 Extended Days” as well as “37.5 – 40 (hours) per wk.” The Assistant School Nurse position is utilized when a student has an acute medical need that would require one-on-one intervention from a licensed practical nurse. A contract of 200 days, or 40 hours per week, is not needed to meet the day-to-day needs of these students. The terms of employment have been updated to more closely align with the student attendance day and year.

Additionally, changes were made to two performance responsibilities to ensure that the listed responsibilities of the position align with state and district standards.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

Savings of $2150 per position

**Funding Source**

ESSER

**\*If more than one funding source, list below along with amount or percent for each source**

Click or tap here to enter text.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

It is recommended that the Board approve the revision of the Assistant School Nurse job description to reflect an adjustment in the number of days needed to provide student services.

**CONTACT PERSON: (submitter)**

Kathy Reutman, Executive Coordinator of Student Services; Eric Ball, Director of Human Resources