



WEST CENTRAL EDUCATION DISTRICT

Job Title: Licensed School Nurse

Location: West Central Education District

Reports To: Program Administrator

FTE: 0.05 FTE (approximately 9 school calendar days)

Position Overview:

The Licensed School Nurse provides health-related consultation, oversight, and compliance support to ensure health needs are met within the 3 student programs at WCED. This position is limited to approximately 9 days per year and is focused on medication administration training, compliance review, and as-needed consultation regarding student health concerns.

Essential Functions:

- Provide annual on-site training for staff on proper medication administration procedures at the beginning of the school year.
- Conduct monthly on-site visits to:
 - Review and audit student medication logs.
 - Complete monthly medication counts and ensure accurate documentation.
- Offer as-needed consultation via phone or email for:
 - Medication changes and updates.
 - Student-specific health questions or concerns.
- Collaborate with school teams regarding IEP health services for students with Other Health Disabilities (OHD) or chronic health conditions as needed.
- Assist in vision and hearing screenings or coordinate referrals for such services as required.
- Ensure compliance with all state and federal guidelines related to school health services and medication administration.
- Maintain appropriate documentation and records aligned with district policies and health service protocols.

Knowledge, Skills, and Abilities:

- Ability to demonstrate confidentiality
- Ability to establish and maintain positive working relationships
- Ability to effectively and professionally communicate in writing and verbally
- Ability to use technology

Qualifications:

- Current Minnesota Board of Nursing Registered Nurse license
- Public Health Nurse (PHN) certification (preferred)
- Licensed School Nurse (LSN) credential through PELSB
- Must pass a criminal background check
- Valid driver's license

Compensation:

WCEDEA Contract Salary range from \$45,702-90,062 prorated at 9 days, based on education and experience.

To Apply:



WEST CENTRAL EDUCATION DISTRICT

Email the completed [job application](#), letter of interest, resume, and 2 letters of reference to Erin Hoffman, Executive Director at ehoffman@wced6026.com.

Posting Deadline: Position is open until filled.